Comprehensive Reference Manual

Electronic Case Filing System

United States Bankruptcy Court
District of Utah

February 2008

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CM/ECF Training Website: ecf-train.utb.uscourts.gov
Bankruptcy Court Website: utb.uscourts.gov

Please Note:

This manual was revised prior to the October 17, 2005 implementation of the new bankruptcy act. We have made a conscious effort to update this material to reflect those changes. If you find something that is out of date with regards to the new bankruptcy act, please contact the training department at a number above so that we may make the appropriate correction.

Revision 12142005

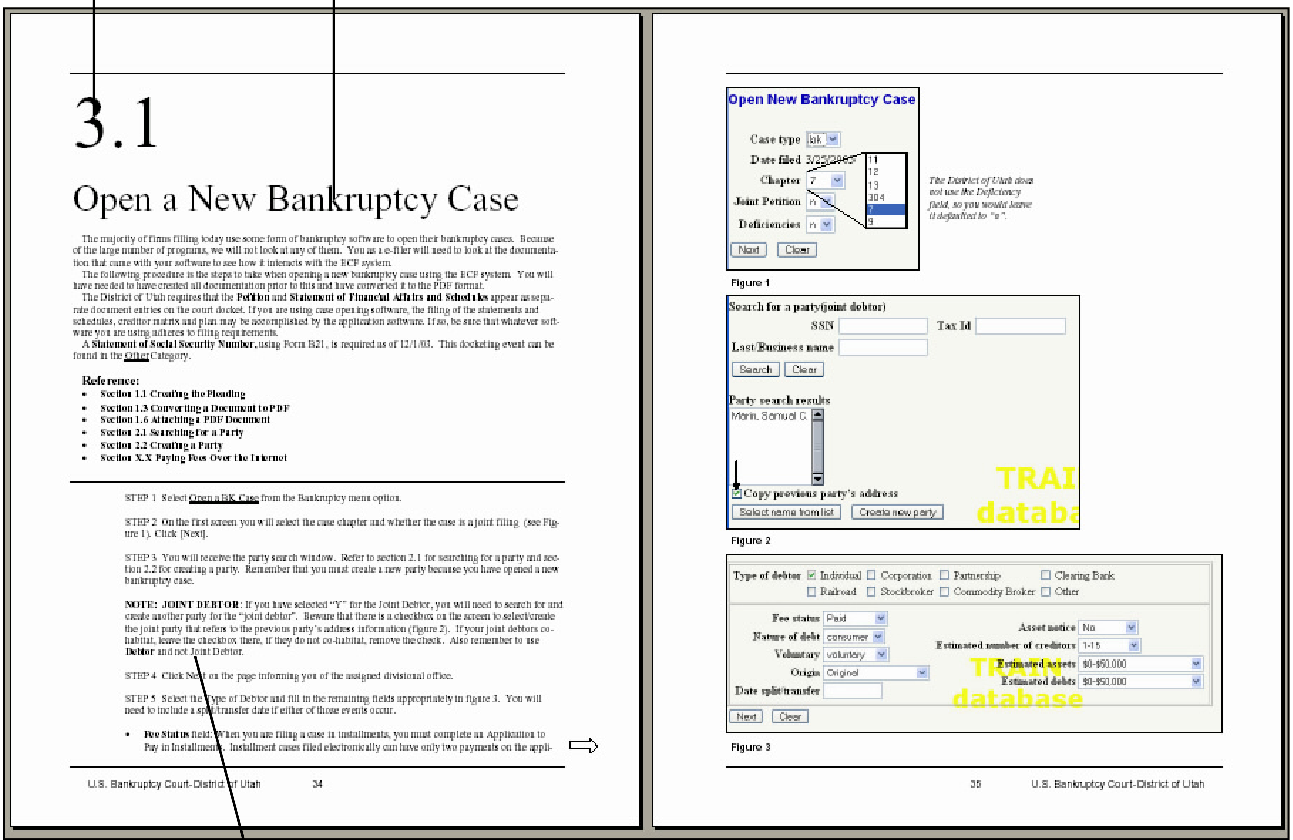
This guide is designed to assist you in using ECF. It is designed to get you using the major docketing features of the ECF system.

Topics are broken down into sections covering a docketing concept. Each section is then broken down in to the tasks then steps within the concept.

This user manual is laid out in the following format

Section and task number

Title of task



Steps to perform the tasks

Table of Contents

1.0

An Overview of CM/ECF

This section will cover what CM/ECF is, what software is needed and how to navigate around ECF. The section will also go over available ECF events available to registered users.

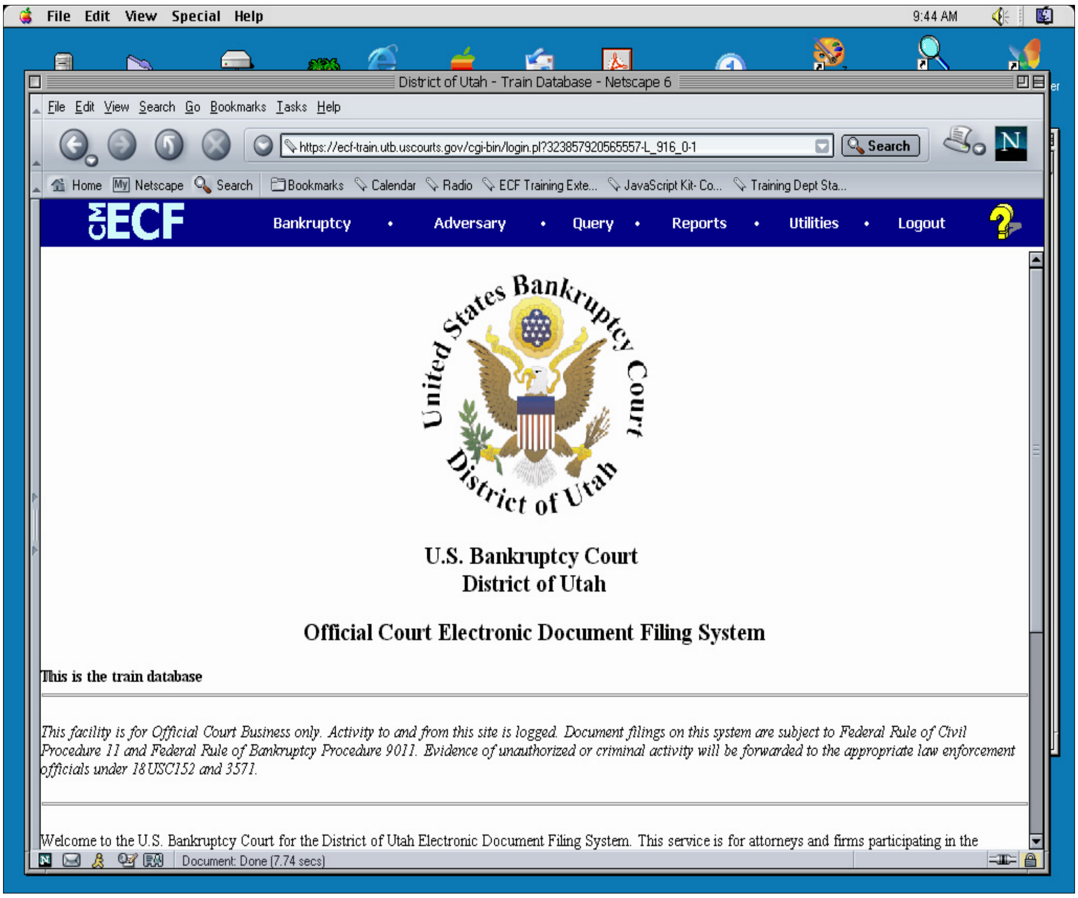
This section will list events:

1. Using ECF
2. Navigating around ECF

1.1
Using ECF

The CM/ECF system is the Bankruptcy Court's electronic case filing and management system which has been used by the District of Utah since Fall 2002. The system is designed to allow attorneys and trustees to open bankruptcy and adversary cases and file pleadings and documentation into the system, and pay for fees over the Internet. A number of advantages of the system is:

- 24 hour access to the system
- Reduced cost of delivering documentation to the court
- No 4:30 p.m. deadline to catch before the clerk's office closes
- An overall reduced cost
- Simplified archiving and retrieval of case files



Internet Browsers

ECF is designed to be used over the Internet using an Internet browser. Browsers that can be used are Internet Explorer 7.0 and Firefox 2.

Adobe Acrobat

The court will only accept electronic documentation in a PDF format, with the exception of the creditor matrix, which is a text document. Adobe is the proprietary license holder for PDF or the portable document format.

Acrobat version 4 or above are acceptable programs to use to create your pdf documents for filing to ECF. Acrobat is the only way to create a PDF document from a scanned document.

It also the only way to combine and extract PDF documents (see section 2.4 & 2.5).

Hardware

Because of the chance of physical documentation needing to be used within a case, the use of a scanner may become necessary. There are a number of types of scanners available on the market. If you are going to scan a large amount of documents, you may want to consider purchasing a high-speed scanner with an automatic document feeder. If you will be only scanning small amounts, a flatbed or sheet feed scanner with work.

Because of the number of documents that you will be uploading into the ECF system as well as the ECF pages you will be moving through, it is recommended that you use a high-speed connection to the Internet.

1.2 Navigating Through ECF

Navigating around ECF is the same as navigating through any other Internet site. You can use the browser buttons to move back and forth between pages that you have been to, as well as move through the ECF pages using the page buttons to move to a new screen. There are only a few things that you will need to remember concerning navigation.

Browser Navigation Buttons

You can use the browser's navigation buttons to move back and forth between pages that you have been to. This will allow you to review the pages and information that you have entered into them. The thing to remember about the browser buttons is that you can use the forward button after using the backward button **if you have not changed information on a page that you went back through.** If you enter or change information, you will then need to use the pages buttons and re-enter information as you move forward.

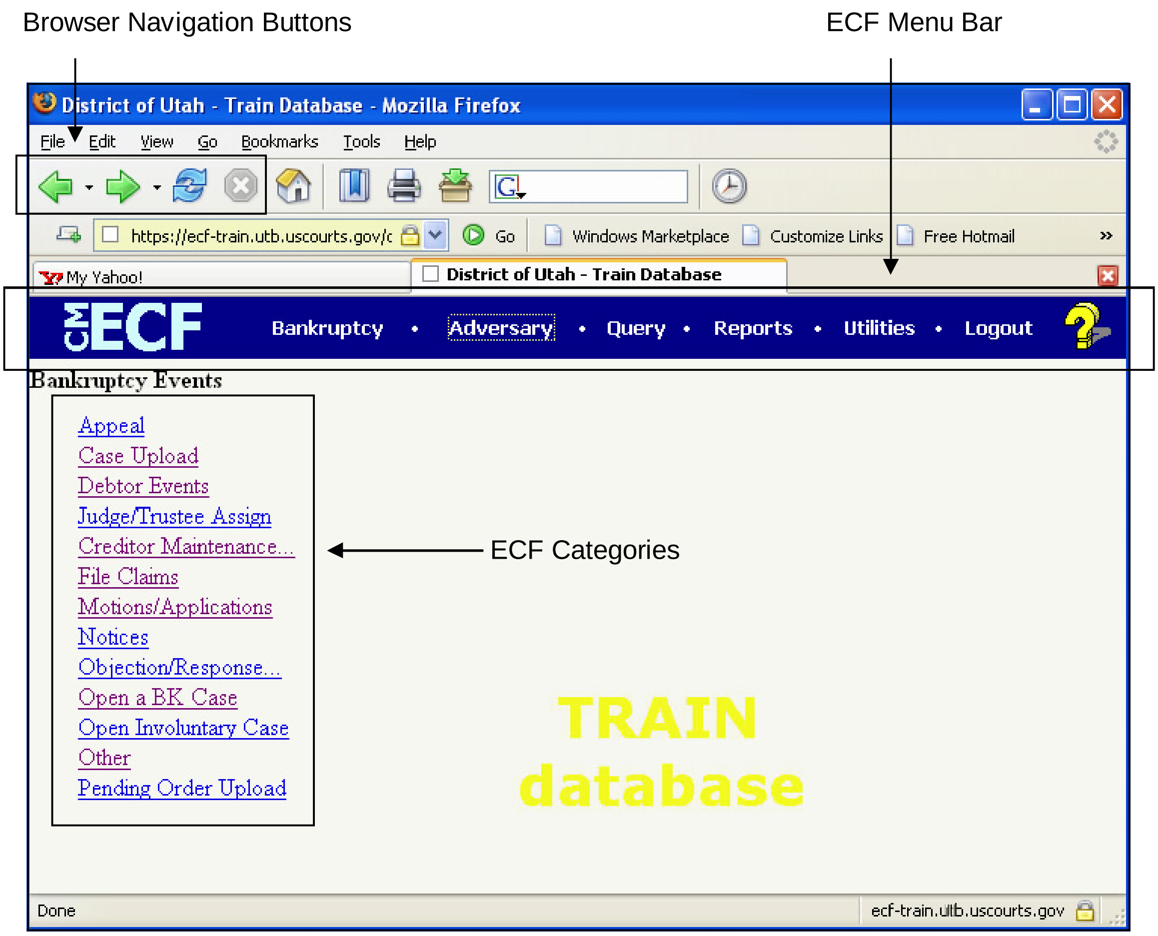
ECF Menu Bar

Clicking on the ECF Menu Bar will take you to the top of the ECF Categories list for that menu. If you are filing a case or pleading and decide to start over for whatever reason, you can simply click on a Menu option to take you back to the start of that category list.

ECF Categories

ECF Categories are hyperlinks that will take you through the process of filing that event, whether it be a new case filing, a motion or an objection. As you move through these pages, you will enter information and then click on the [Next] or [Submit] buttons to continue on to the next screen.

Information is not submitted to ECF unless you click on a [Submit] button (such as creating a new party) or when you are given the screen containing the final docket text. This page will usually contain warning text above the [Next] button warning that the filing will become finalized.


Browser Navigation Buttons
ECF Menu Bar
District of Utah - Train Database - Mozilla Firefox
File Edit View Go Bookmarks Tools Help
https://ecf-train.utb.uscourts.gov/c
Go
Windows Marketplace
Customize Links
Free Hotmail
My Yahoo!
District of Utah - Train Database
CM ECF
Bankruptcy • Adversary • Query • Reports • Utilities • Logout
Bankruptcy Events
Appeal
Case Upload
Debtor Events
Judge/Trustee Assign
Creditor Maintenance...
File Claims
Motions/Applications
Notices
Objection/Response...
Open a BK Case
Open Involuntary Case
Other
Pending Order Upload
ECF Categories
TRAIN
database
Done
ecf-train.utb.uscourts.gov

2.0

Document Basics

In order to accomplish an electronic filing, an ECF user will often be required to attach an image of the document being transmitted. This pleading must be in a Portable Document Format (PDF) using Adobe Acrobat software. This section of the manual is designed to familiarize the ECF user with the procedures for preparing and converting PDF documents for ECF system. It will also address the requirements for a Creditor Matrix file.

This section will cover:

1. Creating a Pleading
2. Creating an Electronic Order
3. Converting a Document to PDF
4. Combining PDF Documents
5. Extracting PDF Pages
6. Attaching PDF Document
7. Additional Attachments
8. Referencing an Existing Document

2.1

Creating the Pleading

The vast majority of ECF filings require the same documentation that would have been filed if the event had been filed across the counter at the clerk's office. All pleadings that do not require a prepared document will be noted as **No Image** during the selecting of the event. Appendix A also lists all ECF events and also list those events that do not require supporting documentation.

All pleadings that require documentation will require a PDF version of the document being uploaded to the ECF system. There are a number of items requested or required by the court to be included on all pleadings uploaded to the system.

The first item that is requested/required on your pleadings is "FILED ELECTRONICALLY" to be placed near the top of your document. This is requested so that the court knows whether your filed the pleading across ECF verses coming to the counter and the court filing your ECF event.

The second item that the court requests/required is something to indicate the date that the document was signed, such as "Dated this day…" or "Dated:" This is due to the fact that hand written signatures also included hand written dates. Since there are no hand written signatures required for ECF documents, dates were being left off. So enter in a date when the uploaded document was signed.

The third item that the court requires (per local rule) is the "/s/" to indicate to the court that you have the original document signed and in your possession.

A question was posed about having to create two documents, one with a regular signature line that is manually signed, and the second that contains the /s/. Simply create the document with the /s/ and the typed name, and then print it off to the printer and have the individual sign the document above the /s/ "signature."

The pleading can be created using any word processing application: Microsoft Word, Corel WordPerfect, or OpenOffice.

If you are creating a document that will include noticing information, such as a Notice of Hearing or Certificate of Service, you may refer to section **8.5**: **Recipient Mailing List**, for the list of electronic and manual recipients. You may then include on the noticing document the parties to the case and the addresses of the parties as listed on the Recipient Mailing List. Registered ECF users may be indicated with a "Received Electronically", as shown on the sample document on the next page before converting to PDF, to indicate how the parties were provided notice.

EXAMPLE PLEADING

In the United States Bankruptcy Court
District of Utah, Central Division

In Re: Bankruptcy Case Number

Debtor(s) [Chapter 7]

[Filed Electronically]

Title of Pleading

Body of Document

Prayer
Wherefore,

Dated this **20th** day of January, 2004
Remember to date and sign your motion if converting immediately to PDF.

/s/ Michelle Bugni
Attorney for Debtor

Certificate of Mailing

Roger G. Segal
(Received Electronically) ***(Indicate the method of notice)***

Jeffrey H. Hagen
Whatcott Barrett & Hagen
1846 South 300 West
Salt Lake City, Ut 84115

Kent W. Plott
3269 South Main Street, Ste. 100
Salt Lake, UT 84115

2.2

Creating an Electronic Order

There are three recommended items to remember when creating an order to be uploaded to the ECF system.
The first item that is required (per local rule) is a two and a half inch margin at the top of the first page. Most electronically filed orders will receive an electronic signature from the judge. This signature will appear in this top 2 1/2' margin.

Second, because of the electronic signature, there is no need for the judge's signature block. A signature block can be used, but is not required with an order submitted electronically. With orders submitted in court, you will need to include a signature block, as you have in the past. Still include the 2 1/2 inch margin as required by local rule.

The third item requested, since there is no signature block, is the indication that the order has come to an end, such as "End of Order" — something to indicate the last page of the order.

A problem which has occurred with electronic orders is the scanning of the orders prior to submitting. Some scanners that scan to a PDF format are creating those documents at a page size larger than 8 1/2 X 11 inches. Local rule requires that all documents be 8-1/2"x 11" — a standard sheet of paper. Before uploading your scanner PDF-converted order, be sure that it meets the page size requirement. Best yet, convert your order from a word processing program such as Word or WordPerfect.

Page Size

By local rule, all documents are required to be 8 1/2 x 11. This can become a problem when creating orders by scanning the document. Some scanners will create a document that is larger than the 8 1/2 x 11 required. When this occurs, the documents — especially orders — will be forwarded to the Bankruptcy Noticing Center for noticing nation wide. The BNC server will only take an 8 1/2 x 11 document. Any other sized document will be rejected. The court will then receive a Notice of Exception stating that the document was not noticed, and we will contact you to manually notice that document.

It is safest to create all your documents using a word processing application and then "print" them to PDF instead of printing the document to paper and scanning. When you do need to scan, make sure you check the PDF page size (page size, not file size) to ensure that the document is 8 1/2 x 11.

When you scan legal documents (8 1/2 x 14) you will need to scan it to a 8 1/2 x 11 format. The individual then reading the document will have to "zoom" the document to read it, but local rules applies here.

The Electronic is attached to the first page of the order, in the 2 1/2 inch top margin.

The below described is SIGNED.

(th)

Dated: July 11, 2005

GLEN E. CLARK
U.S. Bankruptcy Judge

United States Bankruptcy Court
District of Utah

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IN THE UNITED STATES BANKRUPTCY COURT

FOR THE DISTRICT OF UTAH

Central Division

In re:	Chapter 13
KATHLEEN MIYAMOTO	Bankruptcy No. 03-21164
Debtor.	Judge: Glen Clark
	[FILED ELECTRONICALLY]

ORDER GRANTING MOTION FOR TERMINATION OF AUTOMATIC STAY FILED BY LITTON LOAN SERVICING, LP AS SERVICER FOR DEUTSCHE BANK NATIONAL TRUST COMPANY F/K/A BANKER'S TRUST COMPANY OF CALIFORNIA

The Motion of Litton Loan Servicing, LP as servicer for Deutsche Bank National Trust Company f/k/a Banker's Trust Company of California, for Termination of Automatic Stay,

ORDER SIGNED

Filed: 07/11/05

2.3
Converting a Document to PDF
(Portable Document Format)

As was mentioned in section 1.1, all documents uploaded to the ECF system are required to be PDF documents (with the exception of the creditor matrix file). There is a number of ways to convert documents into the PDF format.

Currently, the court recommends the use of Adobe Acrobat to convert your documents to PDF. Adobe Acrobat Reader is available on the Internet for free. This program is a reader, allowing you to read PDF documents, it will not create them. You will need to create your documents with a PDF "print driver." There is an advantage to purchasing a copy of Acrobat, and we will cover two features available only with the full version of Acrobat in the next two sections.

Reference:

- **Section 2.4 Combining PDF Documents**
- **Section 2.5 Extracting PDF Documents**

Converting the Pleading to a PDF document basically consists of "printing" to the Adobe Acrobat application instead of a printer. Below are the steps to convert a document from a word processing program

STEP 1 **Print the document.** After you have created your document, click on the application's print icon or go to File > Print. In MS Word, the Printer windows appears. WordPerfect's print window is about the same. Here you will change your printer driver using the drop-down menu box (see figure 1). The Adobe PDFWriter is highlighted. After highlighting your selection, click on the [OK] button. You will then get a *Save PDF File As* window. *For Adobe Acrobat versions 6 and 7, the print driver that you will use is Adobe PDF.*

STEP 2 **Give your PDF file a name** and click on the [Save] button. Your PDF document should now be saved to your specified location.

Creating a PDF from a Scanned Document

Creating a PDF document from a scanned image is very similar, in that you will print the document to Acrobat.

Scanned documents converted to PDF can sometimes create larger file sizes than that of a document created in a word processing program, converted to PDF. **ECF allows a document size of 2MB** per attached image, which is roughly 50 pages of a document created from a word processing application. So if you use an optical scanner to create your PDF document, the number of pages may be decreased. The scanning guidelines below are intended to aid users in the preparation of PDF documents using a scanning device.

Scanning Guidelines

<u>Quality and File Size</u>

The quality of a document when scanned is determined by the level of detail recorded by the scanner. The detail is referred to as resolution, which is measured by dots per inch or "dpi." A document scanned with a higher dpi will have a larger file size and will take longer to scan than a document with a lower dpi.

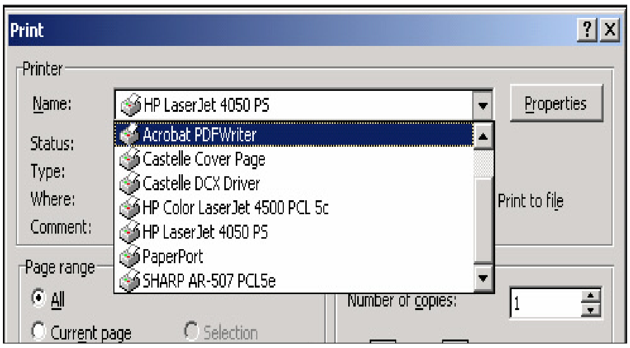


Figure 1

A document which is scanned at a higher dpi will require a longer downloading period when filing it with the ECF system. Additionally, retrieval of the filed document will be slower for PACER and CM/ECF users.

The court recommends documents are **scanned between 200-300 dpi** in order to minimize file size as well as efficiently upload and retrieve CM/ECF documents filed with the Court. The software used for scanning documents should be properly configured to this setting when possible.

ECF users should be diligent while scanning to make sure the image is clear and readable before filing it in the ECF system. Documents which are noticeably skewed or unreadable, will be marked as a possible error on the docket sheet.

If users plan to scan exhibits which have been previously copied, the copies should be as "clean" as possible. Copies which contain dark areas and any copy distortion will inflate a file size. Make sure the copies are clear as possible before scanning.

<u>Mode</u>

The mode of scanning can also impact file size. Mode of scanning can include "photograph", "grayscale" or "black and white." ECF users should almost **always use the "black and white" mode** when scanning documents to file with the court.

<u>Limits on Size</u>

The maximum size of a PDF file which can be filed with the ECF system is 2 Megabytes (MB). If a user attempts to file a document or attachment larger than 2MB, a warning will be displayed which forces the user to stop the filing. If a document is too large for filing, a user must separate the document into smaller parts using the Adobe Acrobat software.

Page Size

By local rule, all documents are required to be 8 1/2 x 11. This can become a problem when creating orders by scanning the document. Some scanners will create a document that is larger than the 8 1/2 x 11 required. When this occurs, the documents — especially orders — will be forwarded to the Bankruptcy Noticing Center for noticing nation wide. The BNC server will only take an 8 1/2 x 11 document. Any other sized document will be rejected. The court will then receive a Notice of Exception stating that the document was not noticed, and we will contact you to manually notice that document.

It is safest to create all your documents using a word processing application and then "print" them to PDF instead of printing the document to paper and scanning. When you do need to scan, make sure you check the PDF page size (page size, not file size) to ensure that the document is 8 1/2 x 11.

When you scan legal documents (8 1/2 x 14) you will need to scan it to a 8 1/2 x 11 format. The individual then reading the document will have to "zoom" the document to read it, but local rules applies here.

2.4

Combining PDF Documents

The court requests that if you have two related documents, such as a motion and an exhibit that supports that motion, that those two documents be combined if they do not exceed the two megabyte file size limit set by the ECF system. It is important to understand that each additional attachment to the filing will require a new browser window to be opened to view the attached document.

The following procedure outlines the steps required to combined PDF documents. The full version of Adobe Acrobat is required to perform this procedure.

Reference:

- **Section 2.3 Converting a Document to PDF**
- **Section 2.7 Additional Attachments**

Do not combine events that are required to appear separately on the docket sheet.

For example, you would not combine a Notice of Hearing to a motion. But certificates of service are sometimes combined with motions and notices. Also, Statements and Schedules are filed as one document but cannot be combined with a 13 Plan.

More examples:
Notice of Intent can be combined with Statements and Schedules.
Motions and exhibits can be combined, if document is under 50 pages or 2MB.

Currently , the system requires ***documents larger than 2MB*** *(roughly 50 pages) to* ***be broken up into segments****.*

The notation:
[Document > Pages > Insert]
Refers to Adobe Acrobat 6+

STEP 1 Open up your main PDF document, such as a motion, within Adobe Acrobat (Figure 1).

STEP 2 To combine the next PDF document, click on Document > Insert Pages [Document > Pages > Insert]. This will open up the Insert Pages Window.

STEP 3 Select the file that you want combined to the main document, such as an exhibit. Either double-click on the file or left click once and then click on Select.

STEP 4 The Insert Pages window comes up (figure 2). Here, you can select to insert the pages before or after the first page, the last page, or page whatever of whatever (the number in the box is the page that is currently displayed). Once you have decided where to insert the pages, click on OK.

The combining of documents is complete. You can verify the inserted pages by using the navigation buttons at the top and bottom of Acrobat.

If you insert the wrong page, or insert it in the wrong place, you will have to delete the pages: Documents > Delete Pages [Document > Pages > Delete]

You will need to save the document to get the full file size of the document after combining pages.

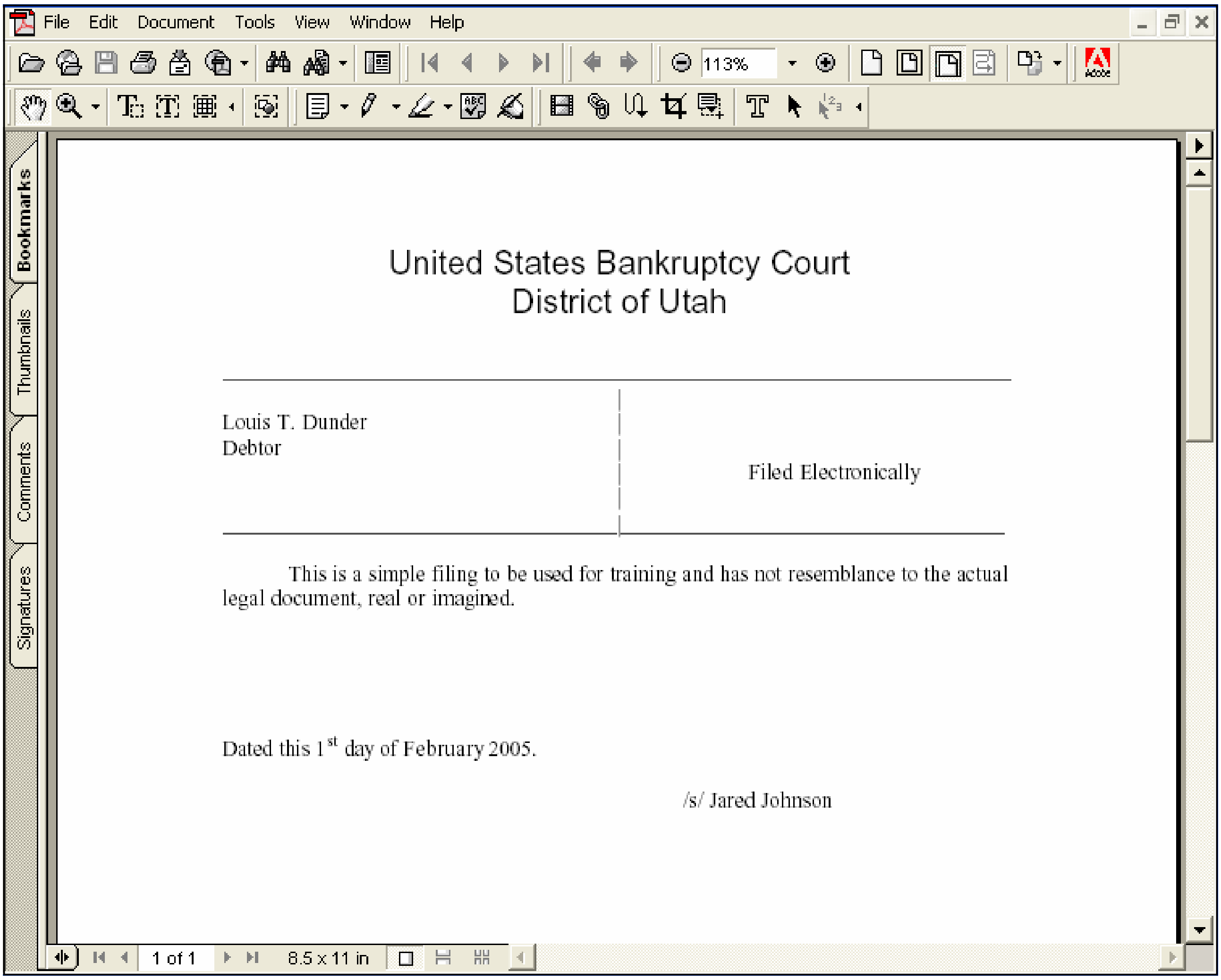


Figure 1

Figure 2

2.5

Extracting PDF Pages

Occasionally, you will receive a document that is larger than the two megabyte size limit allowed by the ECF system. Most likely, this will come from a scanned document, since scanned documents are notoriously large files. In this case, you will need to split the document in half, or in more sections to present the document in court. This is done by either converting the document in sections or by splitting the document after it has been converted to a PDF. The process is similar to the combining of PDF documents.

The following procedure outlines the steps required to Extract PDF pages. The full version of Adobe Acrobat is required to perform this procedure.

Reference:

- **Section 2.3 Converting a Document to PDF**
- **Section 2.4 Combining PDF Documents**
- **Section 2.7 Additional Attachments**

Currently , the system requires ***documents larger than 2MB*** *(roughly 50 pages) to* ***be broken up into segments****.*

STEP 1 Open up your main PDF document, such as a motion, within Adobe Acrobat (Figure 1).

STEP 2 To extract the pages, click on Document > Extract Pages [Document > Pages > Extract]. This will open up the Extract Pages Window (figure 2).

STEP 3 The page number in the boxes is the page that is currently displayed. Enter in the range (whether single or multiple) of pages that you will be extracting.

STEP 4 This next step is important and will effect the way your document is split. Notice the checkbox labeled Delete Pages After Extracting (figure 2). If you are going to split the document into two separate documents, place a checkmark in the box. This will create two separate documents from the one document (figure 3b). If you only want to copy pages from the document to attach/combine to the filing, then leave the checkbox unchecked. This will allow you to extract the pages from the document and not alter the original document (figure 3a). Once you have determined how you want to manipulate your pages, click on OK. Click on OK for the confirmation box if deleting your pages.

STEP 5 The extracted pages are presented. The original PDF document is under these extracted pages. Acrobat will name, by default, the extracted pages as Pages from … and the name of the original document. If you are satisfied with this split, close out of the extracted pages by clicking on the lower “X” in the upper right-hand corner of Acrobat and then save the document.

STEP 6 Close out of the original document and save it.

If you were not happy with the split, close the main document ***without*** *saving the document. This will bring back your original document before the split and will allow you to split the document again.*

The notation:
[Document > Pages > Insert]
Refers to Adobe Acrobat 6+

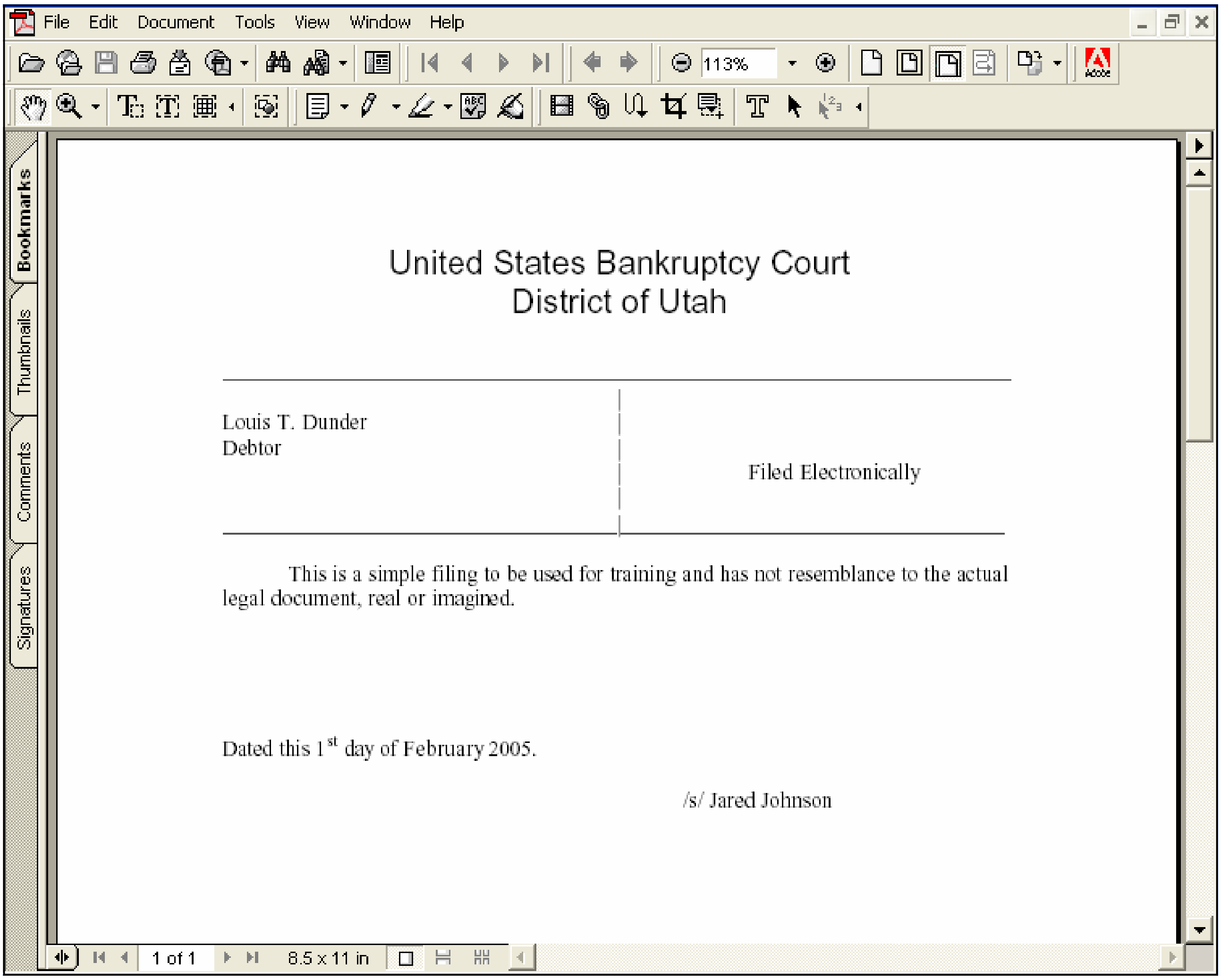


Figure 1

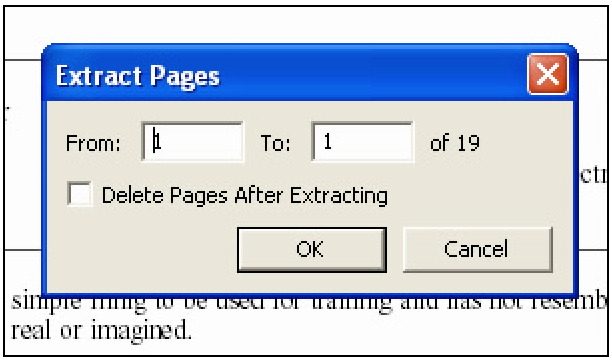


Figure 2

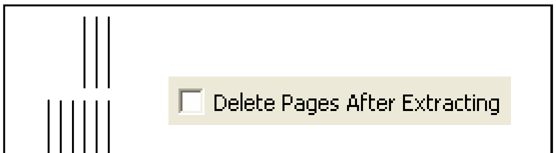


Figure 3a

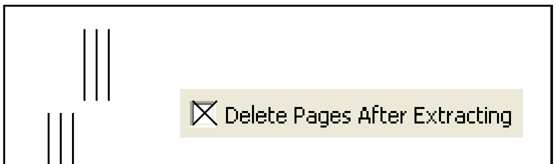


Figure 3b

2.6

Attaching a PDF Document

As was mentioned in section 1.1, the vast majority of ECF filings require the documentation that would have been filed if the event had been filed across the counter at the clerk's office. You need to be aware that sometime within your event filing, you will be asked to upload the supporting PDF document. It will be important to know where your supporting documents are kept within your computer/network system.

The procedure below will outline the steps to attach a PDF document to your filing. The process for attaching the document is the same regardless of the filing event. It will consist of navigating to the file's location, verifying that the PDF document is the correct document, and then selecting the document. Additional attachments will be covered in the next section.

Reference:

- **Section 2.3 Converting a Document to PDF**
- **Section 2.7 Additional Attachments**

When you need to attach a PDF document to your filing, you will receive a page which will contain the file upload section shown in figure 1. The upload section can come by itself on the page or with other items, such as a reference an existing document checkbox or a list of referenced documents/events.

STEP 1 Click on the browse button at the end of the filename text box. The File Upload window will appear.

STEP 2 If you are using Netscape Navigator 4.x as your browser, you will need to go to the box labeled **Files of type** and select "All Files (*.*)" from the drop-down menu. If you do not do this, you will not see your documents.

STEP 3 Navigate to the location of your file. This will depend on how your office/firm has determined the saving of ECF documents.

STEP 4 A major error performed within the ECF system is the attaching of the wrong document to the filing being performed. The court requests, for your sake, that your first verify that the document that you are about to upload to the system is the correct document. This is done by right-clicking on the document name and selecting Open from the pop-up menu (see figure 3). This will launch Adobe Acrobat and allow you to review the document that you are attaching to be sure that it is the one you want attached to the filing.

STEP 5 After you have verified the document, you can close, or minimize Adobe Acrobat, and then click on the [Open] button.

STEP 6 Once you have attached your PDF document, you can then click on the [Next] button to proceed with your filing.

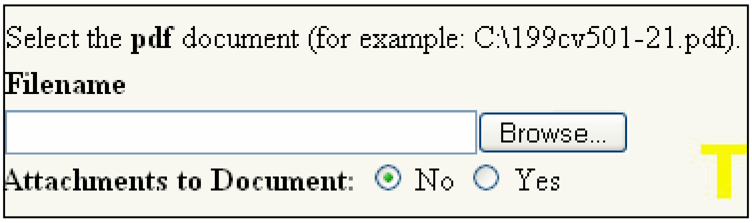


Figure 1

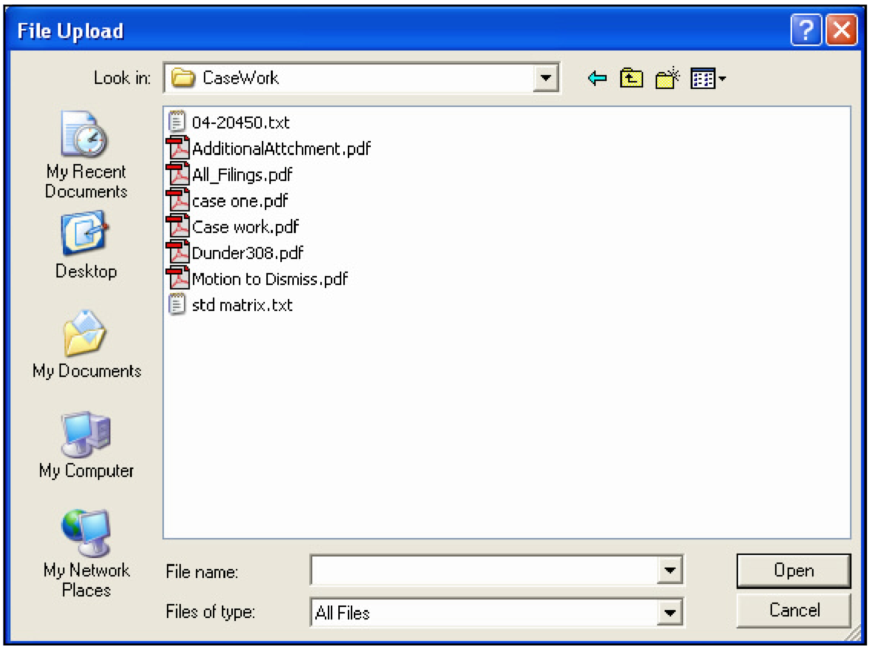


Figure 2

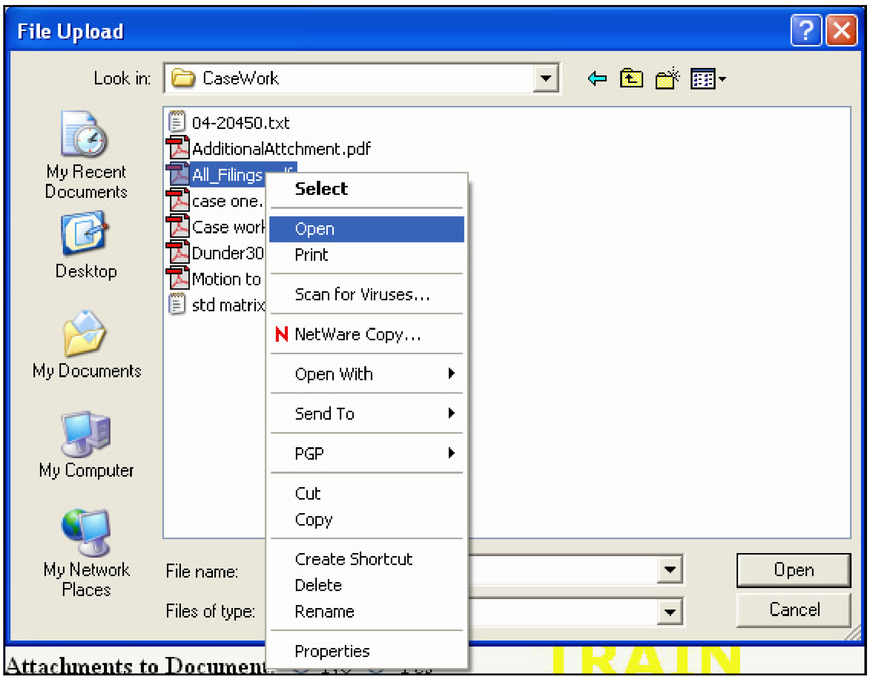


Figure 3

2.7

Additional Attachments

If the PDF document you are filing has exhibits or additional documentation, you may identify these support documents as attachments. Additionally, if the pleading you are filing exceeds the two megabyte file limit set by the ECF system, you will be required to break this document up into segments. These sections will then be added to the filing as an additional attachment.

Be aware that the court strongly recommends combining similar documents together. For each additional attachment that you attach, it becomes an additional attachment for the judge to open and deal with. It is understood that additional attachments are unavoidable, but when possible, use them sparingly.*

Reference:

- **Section 2.3 Converting a Document to PDF**
- **Section 2.4 Combining PDF Documents**
- **Section 2.5 Extracting PDF Pages**
- **Section 2.6 Attaching a PDF Document**

Each attachment will be added separately using the browse procedures outlined in the previous section 1.6.

STEP 1 Click on the radio button after attaching your main document (figure 1), and then click on next. The screen shown in figure 2 will appear.

STEP 2 Attach your additional document as per section 1.6.

STEP 3 You may further identify the attachment, in section 2 of the attachment screen, by selecting a document type or typing in a description or both.

STEP 4 You are required to add the document to the list of attachments for the pleading you are filing by clicking on the [Add to List] button.

Repeat steps 2-4 if you have additional attachments.

STEP 5 Once you have included all support documentation click on the [Next] button to continue.

** Background: When the court first implemented the ECF system, e-filers would upload a main document with the file size of ~760kb, and then add additional attachments of ~450kb, 1,050kb. After having so many small files open, the judges requested that small, similar, supporting documents be combined into one.*

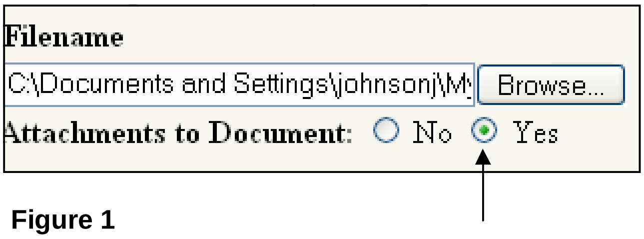


Figure 1

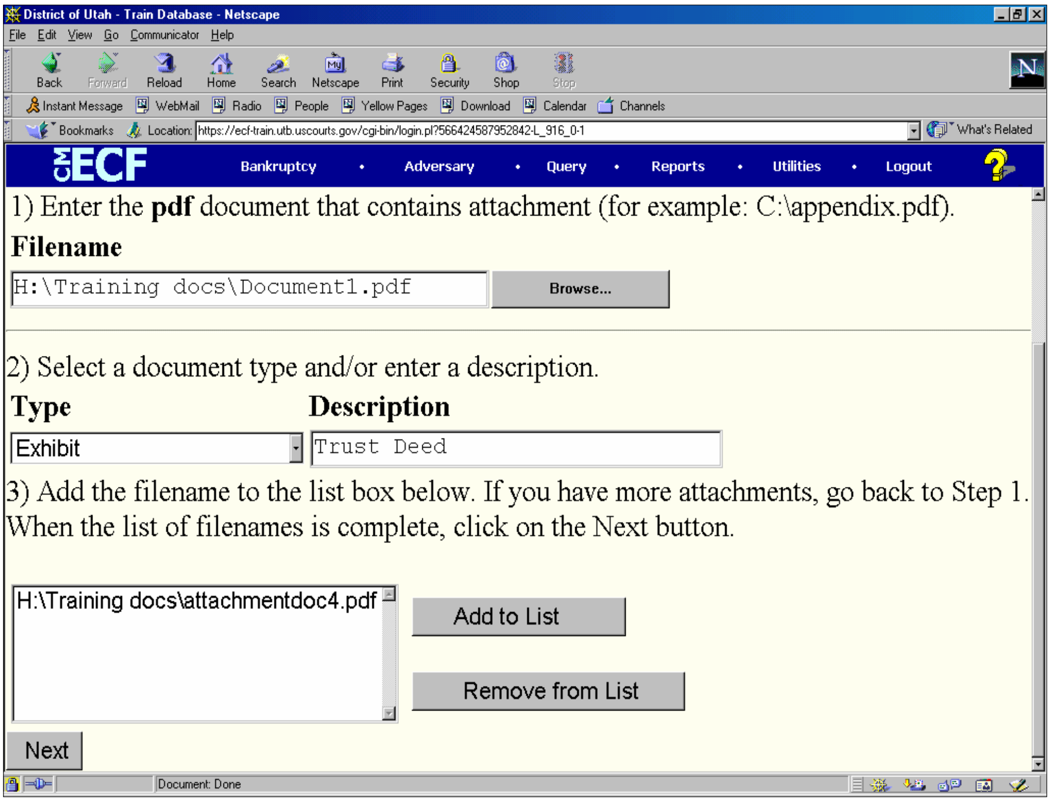


Figure 2

2.8 Referencing an Existing Document

There will be times when you will need to reference a document that has been filed previously. Such events would be objections, notices, orders and amended documents.

It is important to understand that the document that you will be uploading is referring to a previous document — a present document referring to a past document.

The procedure below outlines the steps to referring to a past event. The use of the mouse in combination with the control or shift key will help you with defining the scope of your document-type search, by either selecting grouped document types, or individual types from the list. The following steps outline the procedure for referencing a document, which occurs within other events, such as an order or an objection. The steps below will begin when you reach the PDF document attachment page that presents you the “Refer to existing event(s)?” option (figure 1).

Reference:

- **Section 2.6 Attaching a PDF Document**

STEP 1 You will need to be sure to place a checkmark in the check box labeled “**Refer to existing event(s)?**” (figure 1) If you do not, you will not get the document-types page or the page with the documents to refer to.

If you progress through your filing event, reach the final text screen and did not get a chance to reference the document you are referring to, go back using the browser’s back button and place a check mark in the box labeled “Refer to existing event(s)?”

STEP 2 You will now need to attach your supporting document per section 2.6. This is the document that you are filing. Once you have attached your referencing document, click on [Next].

STEP 3 You will get a screen with a number of document types (see Figure 2). This list will help you to find the related document by trying to guess what type (or category) the document may be under. By selecting one (or more) categories you are able to minimize your search for the related document. You may select more that one category (or all categories) by holding down the [Ctrl] or [Shift] keys. To select all the types, you can click on the Select All button. Be aware that with large cases, you will get ALL the documents that have been filed in the case.

After selecting the category you think your document is under, click [Next].

STEP 4 The document types that you selected are returned (see Figure 3). Select the appropriate document that you wish to create an association to by clicking on the box that corresponds to that document (see Figure 4). If there is more than one possibility, click on the document number hyperlink to view the image associated with that document. To view an image you will be taken to the PACER login screen and charges will apply.

STEP 5 Once you have selected the related document, click on [Next] to continue with your filing.

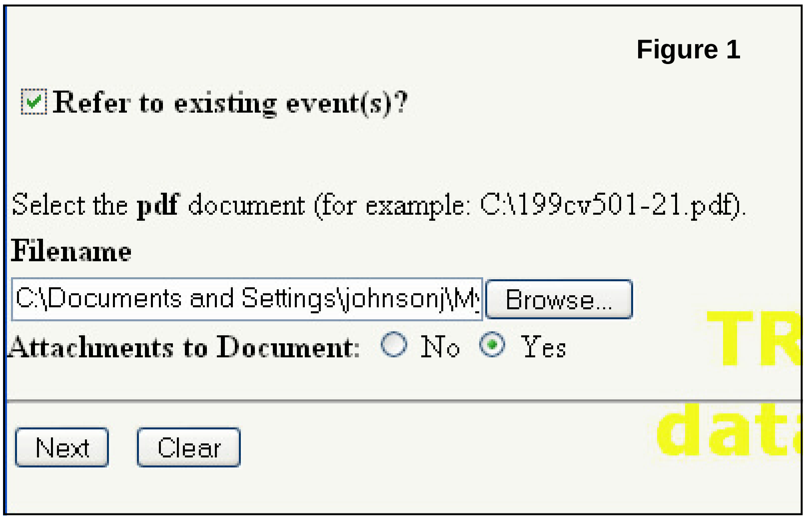


Figure 1

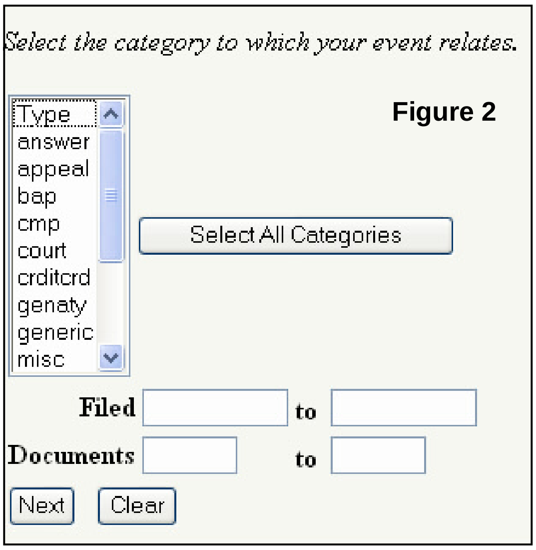
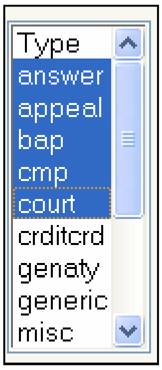
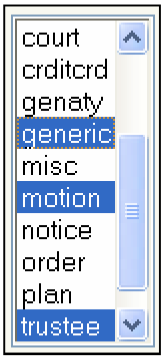


Figure 2

*The **Filed** field allows you to further minimize your search by entering a date and the **Documents** field allows you to identify your related document by the document number assigned by the court.*



To select types grouped together, click on the first item (answer), hold down the Shift key, and then click on the last item (court)



To select types that are not grouped together, click on the first item, then hold down the Ctrl key and then select each desired item.

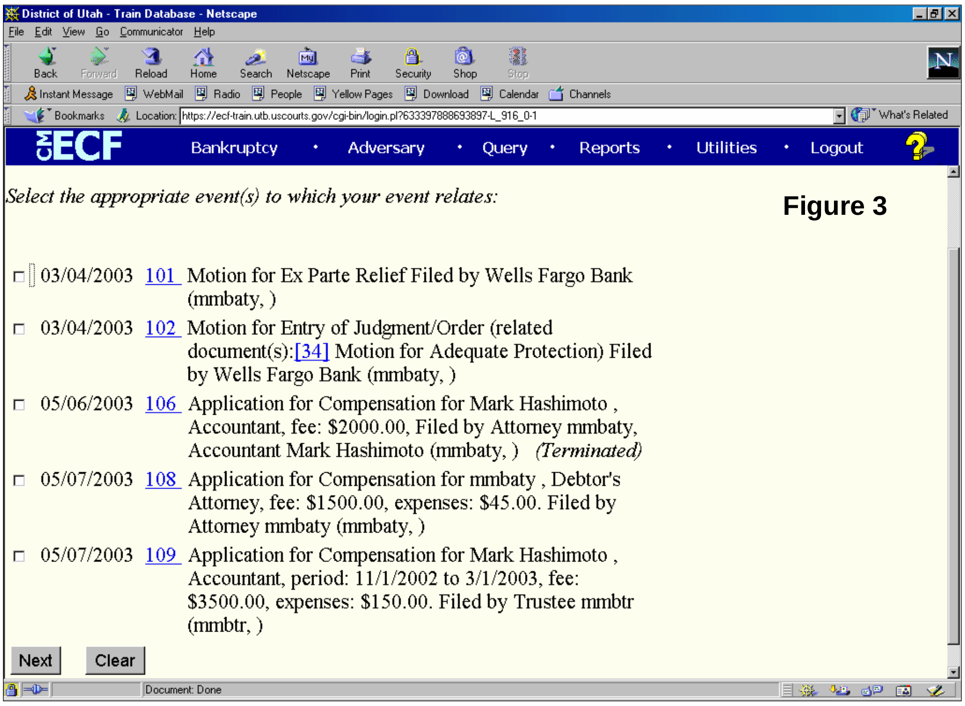


Figure 3

3.0

Adding/Creating a Party

If this is the first time the party or creditor you are representing has entered an appearance with the court, you will need to create a party record in the court's database. A search is done to determine if a party record already exists, but is being added to a case for the first time.

This chapter will cover:

1. Searching for a Party
2. Creating a Party
3. Adding a Party

3.1

Searching for a Party

There are two types of documents that we will be looking at: regular pleadings which will be uploaded to the ECF system most of the time, and electronic orders.

These documents can be created by using any word processing program, such as Microsoft Word, Corel WordPerfect, Star OpenOffice or Atlantis Ocean Mind.

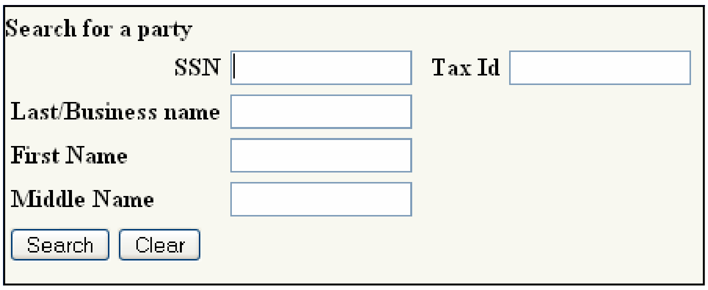
You should review the local rule for the specific requirements for filing electronically.

Reference:

- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**

A search can be performed by search for a social security number, a tax ID number of a last or business name. Even though social security numbers have their first five digits masked, enter in the complete SSN to get a return on the number.

STEP 1 Enter in your desired search criteria. SSN works best, since SSNs tend to be assigned to a single individual. If you search by a last or business name, all that is needed is the first three letters to get a return with all the names that begin with those three letters. More letters will better define your search and return fewer names.



The Name field can hold up to 200 characters.

STEP 2 After you have entered in your search parameters, click on [Search]. You will get either No person found screen or a listing of parties that match the search parameter (Figure 2).

- If you need to create a party, click on [Create new party] and go to section 3.2.
- If you need to add a party, click on [Select name from list] and go to section 2.3.

3.2

Creating a New Party

You will need to create a party record if your search for the party name was unsuccessful or if you are filing a new bankruptcy. The information filled out here will depend on the type of case that you are filing.

If you are filing a new bankruptcy case, you will need to add the party mailing address. If this mailing address consists of a PO box, then that is the address that you will use. If you are filing a new adversary case, all that is needed to be entered in the party information screen is the party name and role. No address information is added, since all correspondence will occur through the party counsels.

Reference:

- **Section 3.1 Searching for a Party**
- **Section 3.3 Adding a Party**

If your petition shows a middle initial rather than a full middle name, enter a period after initial.
Example; John W. Smith.

The Generation field is used for Jr., Sr., III, etc. Title field is used for M.D. , D.V.M., etc.

If your party has a mailing address and street address, enter the mailing address in the party screen. Select the county of the mailing address.

STEP 1 (Figure 1)

- **For a new case**, enter the debtor's name and mailing address information in the appropriate boxes. Select the debtor's county of residence from the drop-down menu.

- **For a creditor**, you are not required to enter the address, (but can if you wish), since notice can be sent to counsel for the creditor.

STEP 2 Select the Role Type from the drop-down menu. **It is important to be sure to select the correct party role.**

STEP 3 If the party has an alias, click on the [**Alias**] button. The **Alias** screen appears (see Figure 2). You can enter up to five alias names at a time. Alias Role selections include aka, dba, fdba and fka. When you have finished adding the party aliases, click on [**Add aliases**].

STEP 4 The **Party Information** screen reappears. Clicking on the [**Review**] button at any time presents a screen summarizing the alias activity for this debtor. Verify that the information is correct, and click [**Return to Party Screen**].

STEP 5 The **Party Information** screen will return again. If you are finished adding information for the party, and that information is correct, click on [**Submit**].

Figure 2

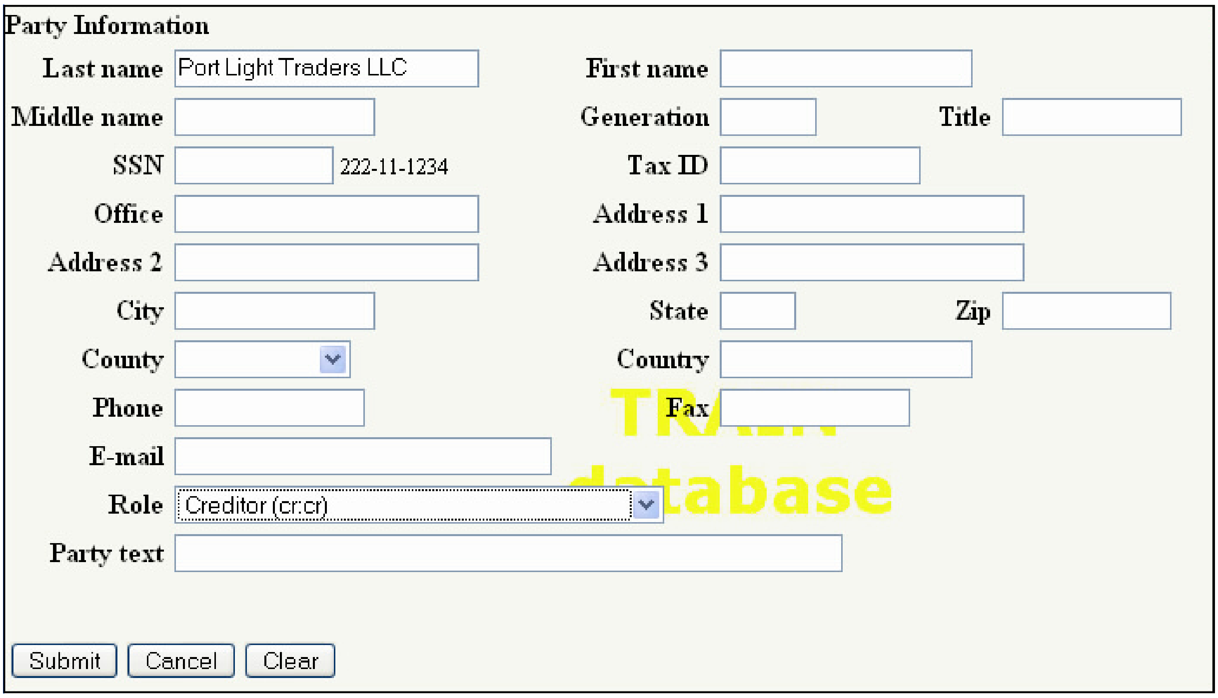


Figure 1

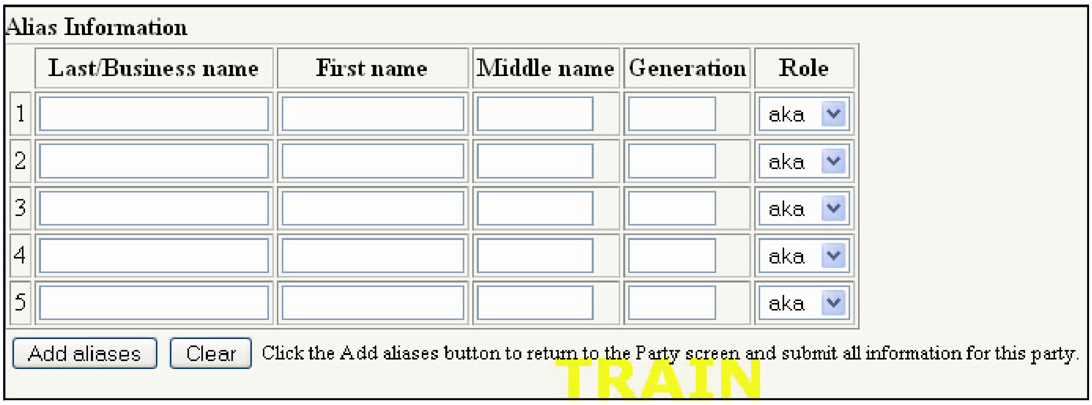


Figure 2

Often times ECF users forget to enter Alias information from a petition.

***Remember**: Your entry should match the attached pdf image of your new case petition exactly.*

3.3

Adding a Party

You may be required to add a party to a case if they do not appear on the party list.

When you add a party to a case, what you are doing is searching the court database and attaching an existing party record to the case, which is different from creating a party. Creating a party adds a record to the party database and allows you to draw them into the case by adding them to the case.

You will normally add the party to the case after searching for the party and then selecting them from a list.

Reference:

- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**

STEP 1 When you are filing an event within a case, you will be required to “tie-it” to a specific party. When the list of current case parties is shown (figure 1), you will need to select the party that is filing the pleading. If the party is not there, click on the **Add/Create New Party** hyperlink.

STEP 2 Search for the filing party per section 3.1. If your search for a party returned results, you will be able to select your party name from the results list.

STEP 3 If the search returned a number of results, you will need to select the correct party. When you click and highlight a party, a pop-up window will appear that will display the party’s name and address (see Figure 2). Use this information to select the correct party.

STEP 4 If this information is correct, click on the [Select name from list] button.

STEP 5 The Party Information screen will appear. The record for the party should be correct. Identify the Role type your party is playing in this case, in the lower-right corner (see Figure 3). Enter Alias information (if any). You may click on the [Review] button to check alias information.

STEP 6 Once you are satisfied with this screen, click on the [Submit] button. Your newly added party should now be highlighted. Click on [Next] to continue with your docketing event.

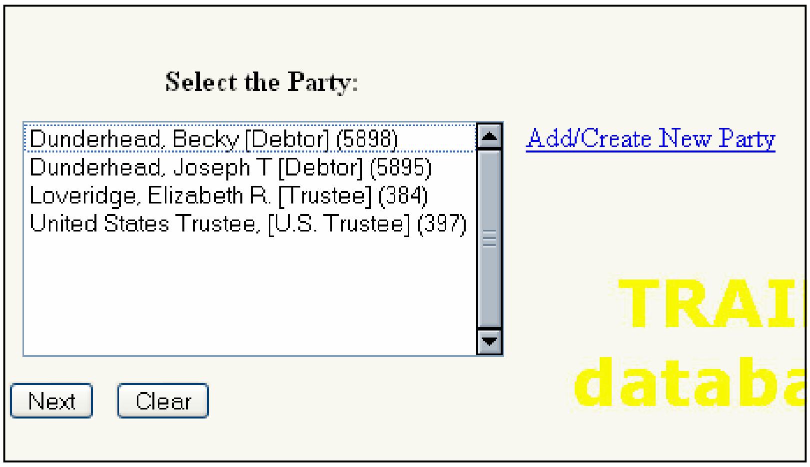


Figure 1

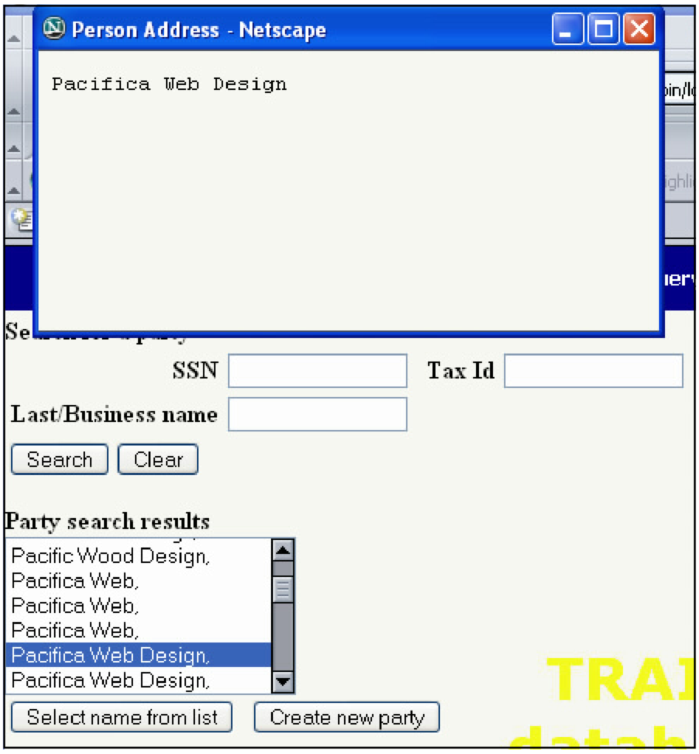


Figure 2

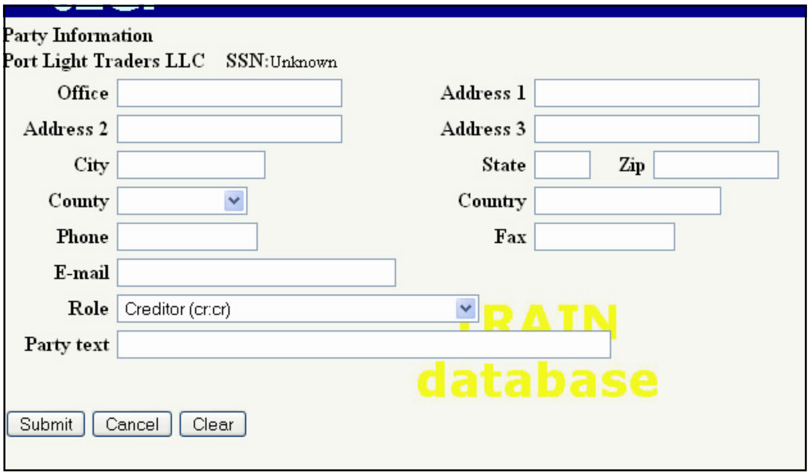


Figure 3

The information on the party record should be correct or you should create a new record for your party. The address for a party that you are representing is not necessary.

4.0

Filing a New Case

One of the benefits of Electronic Case Filing user permissions is the ability to file a new case electronically via the internet and receive a case number upon completion of your filing. This section will outline the steps involved in filing a new case in ECF.

Some attorneys use software to prepare new cases for filing, so some of the steps outlined in this section will differ, depending on the software you may be using. Be sure that whatever software you are using adheres to filing requirements.

This chapter will cover:

- Open a New Bankruptcy Case
- Open an Involuntary Case
- Open a new Adversary Proceeding
- Filing a Statement of Social Security Number (B21)
- Means Test

4.1

Open a New Bankruptcy Case

The majority of firms filing today use some form of bankruptcy software to open their bankruptcy cases. Because of the large number of programs, we will not look at any of them. You as a e-filer will need to look at the documentation that came with your software to see how it interacts with the ECF system.

The following procedure is the steps to take when opening a new bankruptcy case using the ECF system. You will have needed to have created all documentation prior to this and have converted it to the PDF format.

A **Statement of Social Security Number,** using Form B21, will be filed as a separate event. The means test documentation is also filed as a separate event. These events and Amended Statement of SS can be found in the Other Category and Debtor Events.

Reference:

- **Section 2.1 Creating the Pleading**
- **Section 2.3 Converting a Document to PDF**
- **Section 2.6 Attaching a PDF Document**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 8.1 Paying Fees Over the Internet**

To open a new bankruptcy case, click on the Open a BK Case hyperlink under the bankruptcy events.

STEP 1 Select the Chapter and whether the case will have a Joint Petition. Disregard the Deficiencies option, since the court deals with deficiencies separate from the ECF system. If you do have deficiencies, the court will inform you of those deficiencies. Click on Next.

STEP 2 You will now need to add your debtor or debtors to the case. Refer to Sections 3.:1 Searching for a Party and 3.2: Creating a Party.

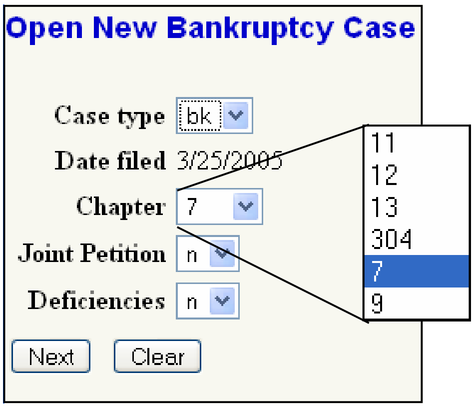
NOTE: JOINT DEBTOR: If you have selected “Y” for the Joint Debtor, you will need to search for and create another party for the “joint debtor”. Beware that there is a checkbox, on the screen to select/create the joint party, that refers to the previous party’s address information (figure 2). If your joint debtors co-habitat, leave the checkbox there, if they do not co-habitat, remove the check.

STEP 3 You will receive a page indicating the divisional office that the case is assigned to (in Utah, all cases are assigned to Salt Lake City). Click on Next.

STEP 4 Fill out the statistical information for this new case.

For the FEE STATUS:

- Selecting PAID will bill you the full amount of the filing fee, which you will pay by credit card.
- Selecting INSTALLMENTS requires you to enter the first half of the payment being made at the time of this fil-



The District of Utah does not use the Deficiency field, so you would leave it defaulted to "n".

Figure 1

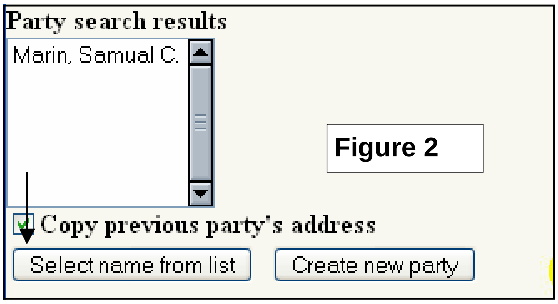


Figure 2

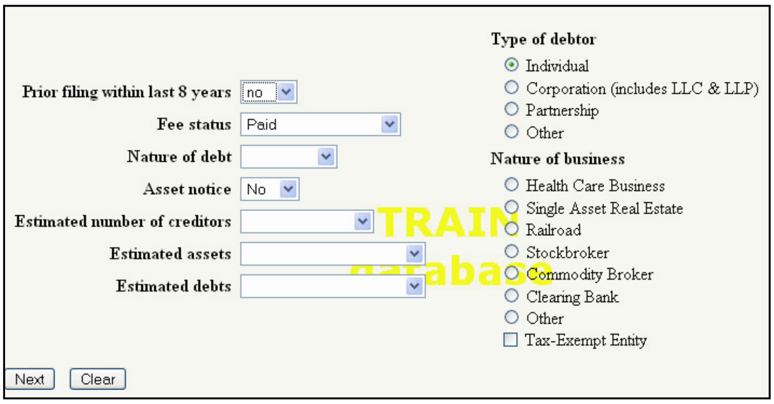


Figure 3

ing. You will pay for the first half by credit card at the end of this filing.

- Select FEE NOT PAID when filing an IFP case. The court will make adjustments as needed upon approval of the IFP waiver. If the waiver is denied, you will then receive a fees due notice and the filing fee will need to be paid.
- **DO NOT USE** the **IFP FILING FEE WAIVED** option.

For the Asset Notice:

- With a Chapter 7 case, the Asset Notice field will always be N. Even if there are assets to this case, set the field to N and then if the trustee determines that there are assets, the trustee will then change the asset status.
- With a Chapter 13 case, the Asset Notice will always be Y.

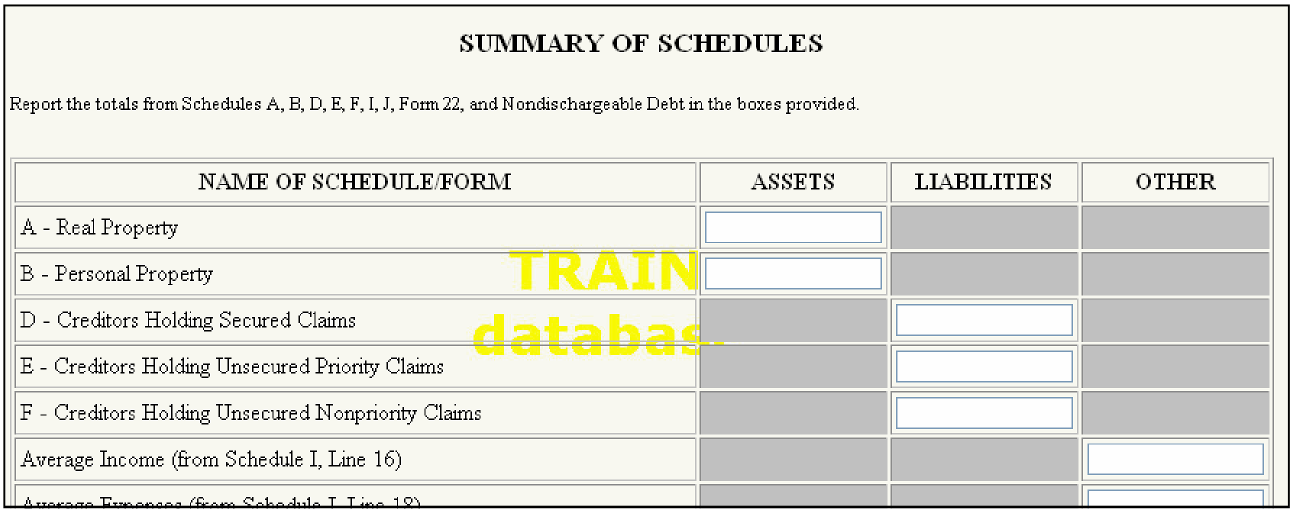
After filling out this page click on Next.

Section 4.1: Open a New Bankruptcy Case

STEP 5 If you selected a chapter 7 case back on STEP 1, then you will receive the chapter 7 means test page, asking if the presumption of abuse arises with this case. Select yes or no according to what has been determined from the chapter 7 means test (Form B22 A). If you have not filled out this form at this time and/or if you are unsure at this time, select unknown and be aware that you will need to file the appropriate forms at a later and timely manner.

STEP 6 You will be notified of the fee owed at the end of this filing. If you have selected installments on the fee status, then you will have an editable fee box with the full amount of the filing fee inserted by default. YOU MUST CHANGE THE FEE TO THE CORRECT INSTALLMENT FEE PAYMENT (SEE THE BLUE AND RED TEXT). If you do not change the fee amount, you will be charged the full amount of the filling fee.

STEP 7 You will need to fill out the Summary of Schedules screen. This information is found on Schedules, Form 22 (Means Test), Form 6 Summary of Schedules and Summary of Statistical Liabilities



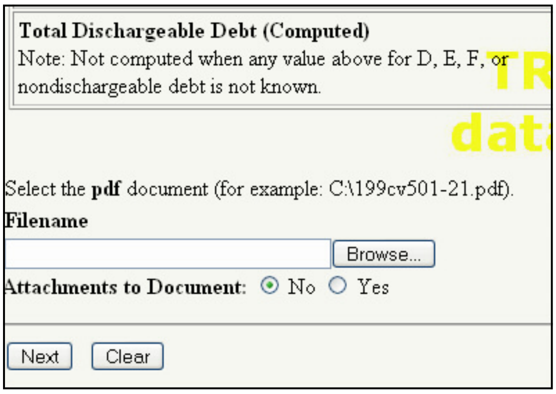
SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property			
B - Personal Property			
D - Creditors Holding Secured Claims			
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule I, Line 18)			

If you are not filing the schedules with the petition you may by pass this section of the screen and enter the figures when filing the statement and schedules.

STEP 8 At the bottom of the summary of schedules is the document upload field. CM/ECF requires a PDF document to support the electronic filing that you are performing. This document is the same documents that you would have printed to paper and then brought into the clerk's office and filed at the counter. Now, you are simply printing to an electronic file and will upload the document to support the filing. Refer to Section 2.6 Attaching a PDF Document.



Total Dischargeable Debt (Computed)
Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.

Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename
Browse...
Attachments to Document: No Yes
Next Clear

STEP 9 You will get a warning concerning submitting this screen commits this transaction, and that is the only item on the page -- disregard this warning and click on next.

This is the last page prior to submitting your filing to the court (figure 1). Up to this point, the only thing that you have submitted at this time are any parties that you created for this case. You may use the browser's back button to review previous pages to ensure that they have been filled out correctly and contain the desired information. If you make no changes to the pages, you can then use the browser's forward button to return to this page. If you make a change to a page, you will then need to use the Next button at the bottom of each page until you return back to this page. Once you are satisfied with this filing, click on the Next button to submit and commit this filing.

This is the Notice of Electronic Filing (figure 2). This notifies everyone that a bankruptcy case has been filed. Along with this page will come up a pop-up window informing you that a fee is owed and will need to be paid (see section 6.2). On the NEF, you will find the date and time of when the event was filed. The case number is given as a hyperlink, which will take you to PACER and then the docket sheet for the case. If you click on the document number hyperlink, you will be taken to PACER an then to the submitted document.

Two items of importance are located at the bottom of the NEF page. The first is a listing of all registered ECF users who are parties to the case. All ECF users in the case will receive E-notification of all events which occur within the case. This constitutes legal notification for registered ECF users.

The second item is a listing of non-ECF registered parties who will need to be noticed manually.

You will now need to upload the other documents need to support this new case, such as the Statement and Schedules, the Means Test, the Chapter 13 Plan if needed, etc.

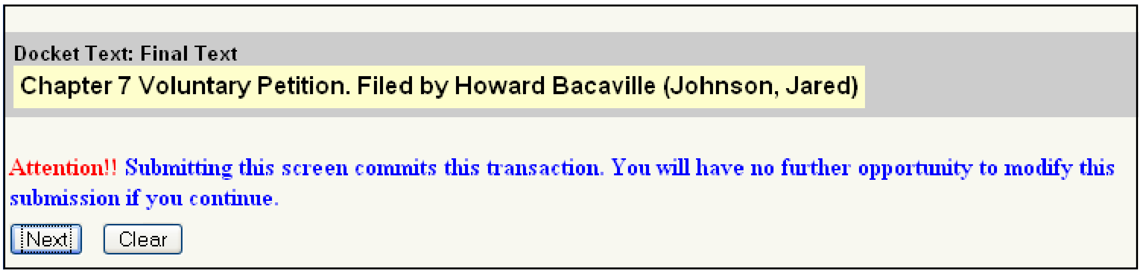


Figure 1

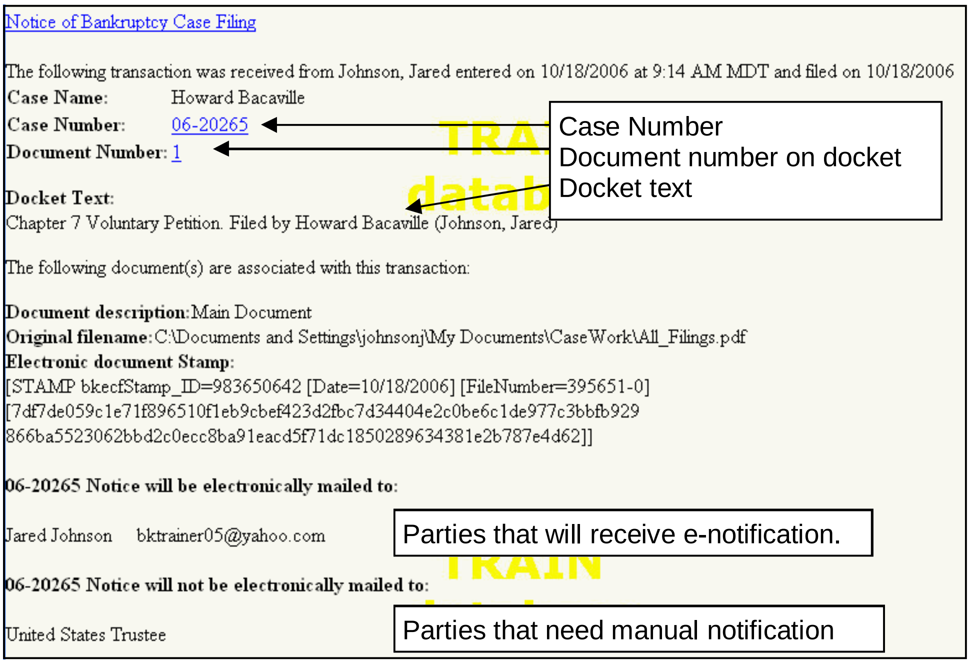


Figure 2

4.2

Case Upload

Case upload allows you to upload case information to the CM/ECF system without having to use a third-party bankruptcy program, and without having to go through the open a bankruptcy case hyperlink within CM/ECF.

You will need to develop a debtor.txt file, which is a delimited text file containing all the required information needed by the CM/ECF system.

You will now need to combine all of your opening documents into one packet to be uploaded. This packet will consist of the opening petition and the statement of financial affairs and schedules. The Means Test will be uploaded as a separate filing event from the Case Upload.

Reference:

- **Section 2.1 Creating the Pleading**
- **Section 2.3 Converting a Document to PDF**
- **Section 2.6 Attaching a PDF Document**
- **Section 8.1 Paying Fees Over the Internet**

STEP 1 Click on the case upload hyperlink under the bankruptcy category.

STEP 2 You will have four fields allowing you to upload the required documents (figure 1). You will have to upload three documents: the debtor text file; the petition in pdf format; and the creditor matrix text. If you file a chapter 13, you will also need to upload the bankruptcy plan in pdf format.

Once you have attached each of the files needed to support your new case, click on the next button.

You will get the notice of electronic filing indicating that you have filed a bankruptcy case.

You will also get the Internet fees due pop-up window (Section 8.1). You may pay for the filing at this time, or continue to file and pay your fee later.

```
stat|none||4/10/2005|i|||7|p|c|v||n|F|E|A||||n|||y|999999999999.99|169.48|3426789125.25|125.22|125.25|125.25|125.25|12
5.25|543873.34|debt|db|John||Covington|||558-44-3254||2|495 Gonea Way|||Santaquin|UT|84655|49049|||n|
```

A debtor.txt file

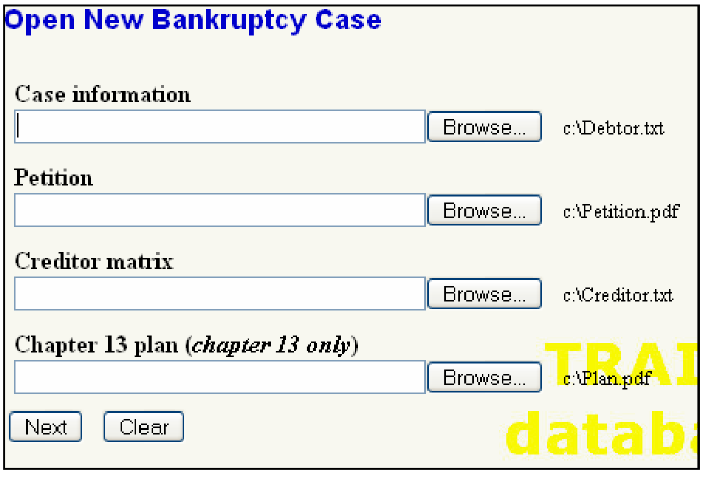


Figure 1

You can get further information on the Case Upload feature from the PACER Service Center website at:

http://pacer.psc.uscourts.gov/cmecf/developer/case_upload.html

The site has a formatting “tech” sheet in PDF which can be downloaded and used in the development of your debtor text files.

4.3

Open An Involuntary Case

An involuntary petition is filed by creditors (at least three) against an alleged debtor to force that party into bankruptcy under either chapter 7 or chapter 11. Neither a list of creditors nor a customary schedules are required when the petition is filed.

The alleged debtor is served a summons which must be answered within 20 days of service of the summons. If and when a judge enters an order for relief, the trustee will be assigned and the 341 meeting of creditors and appropriate deadlines will be set. The case continues as a typical bankruptcy case under either chapter 7 or 11

Reference:

- **Section 2.1 Creating the Pleading**
- **Section 2.3 Converting a Document to PDF**
- **Section 2.6 Attaching a PDF Document**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 4.1 Opening a New Bankruptcy Case**
- **Section 8.1 Paying Fees Over the Internet**

STEP 1 Select Open an Involuntary Case under the Bankruptcy menu option.

STEP 2 Enter the chapter on the first screen.

STEP 3 You will now need to create the debtor’s party record per section 3.1 and 3.2. When you are done adding the party, click on the End petitioning creditor selection button.

STEP 4 You will now need to add all of the petitioning creditors to the case. You will need to “create” each of the petitioning creditors’ record. Search for and create a new party per section 3.1 and 3.2. Remember, you will search for the debtor first. Once you are done with the debtor, you will then search for the petitioning creditor(s) You do not need to add mailing information for the creditors. The role is set to “Petitioning Creditor”.

STEP 5 You are notified of the divisional office. Click on Next.

STEP 6 Fill out the page in figure 1 with the appropriate information. Click on the Next button to proceed.

STEP 7 Upload the supporting documentation to the new case. Refer to Section 2.6 to attach your document.

STEP 8 The final page contains the docket text (figure 2). Clicking on Next will give you the Notice of Electronic Notice, as described in section 4.1.

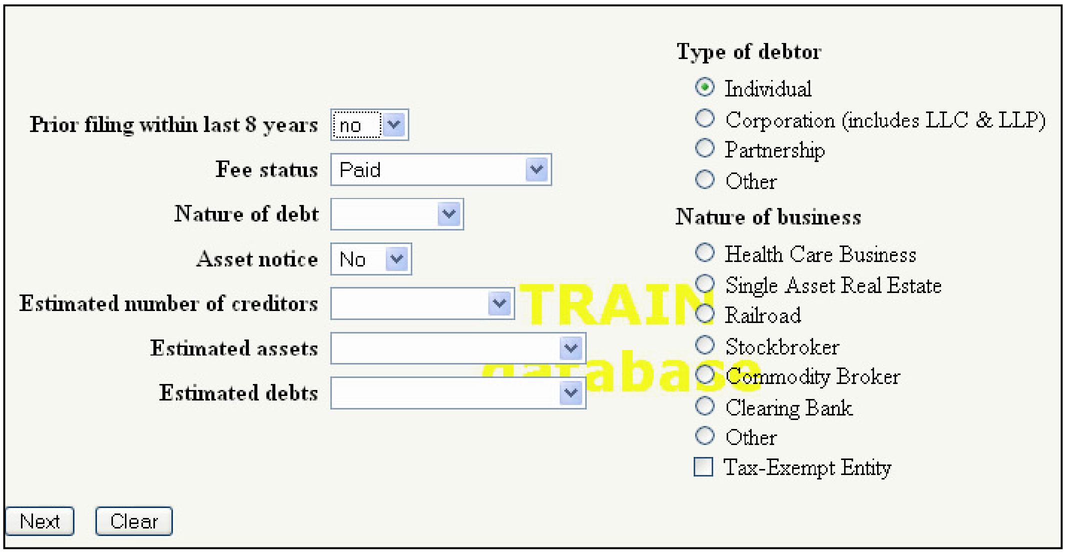
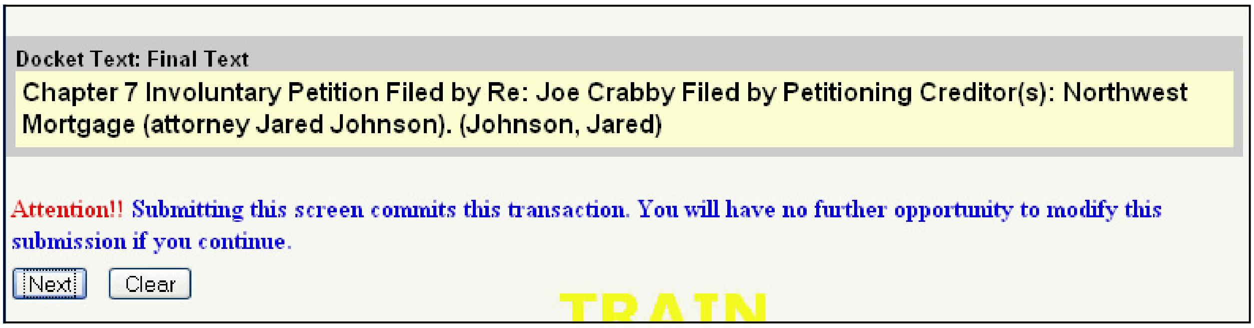


Figure 1

Figure 2



4.4

Open a New Adversary Proceeding

There are a number of differences with between opening a new bankruptcy case and a new adversary case. The creation of parties, and the inputting of the case information. The Notice of Electronic filing will comprise of three sections.

Reference:

- **Section 2.1 Creating the Pleading**
- **Section 2.3 Converting a Document to PDF**
- **Section 2.6 Attaching a PDF Document**
- **Section 2.7 Additional Attachments**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**
- **Section 8.1 Paying Fees Over the Internet**

STEP 1 Select Open an Adversary Proceeding under the Adversary menu option. The first screen will default to Case type ap and y for a Complaint. To file an adversary case click [Next] and continue.

STEP 2 Enter the main bankruptcy case number, to which this adversary case is related, in the Lead case number field. The Association type will default to Adversary. Click on the [Next] button.

STEP 3 Search for and create the new case parties per sections 3.1 and 3.2. You will create the plaintiff first and then the defendant. **You do not need to include mailing address information for either party**. All case notifications will come through the plaintiff and defendant counsels. You will need to add the attorney for the plaintiff and the defendant. When you are done creating the parties to the case, click on End Party Selection.

STEP 4 Fill out the information on this page as appropriate (figure 1). Understand that the monetary demand is in Thousands. If your demand is $15,000.00, then enter 15, not 15000. 15000 is actually 15-million to the ECF system, so be aware of that. You have the ability to select up to five natures of suit. *List the order of the natures with the most important listed at the top.* When you are done with this case, click on Next.

STEP 5 Be aware of the following instruction: **TYPE WAIVE IN THE RECEIPT FIELD IF THE DEBTOR IS THE PLAINTIFF. TYPE DEFER IN THE RECEIPT FIELD IF THE TRUSTEE IS THE PLAINTIFF**. If these two situations do not apply to you, then disregard the above notice and understand that you will be billed the filing fee.

STEP 6 Upload the supporting documentation per section 2.6 and attach any additional attachments per section 2.7. Click on Next to proceed.

STEP 7 This is the docket text screen for the case (figure 2). You can add to this text field as needed to help clarify what is being filed. Enter text here sparingly. Do not add comments or anything not necessary. Remember, this is a legal notice in a public record. Do not remove the name in the parentheses, and do not add an additional name. You can add a “client number” if you like to enable you to track billing information for a case.

Review the **Final Docket Text** screen before submitting the case. Up to this point, you can use the browser’s back and forth buttons to review your filing, because it has not been sent to the court yet. If you make changes to any item on any of the pages as you review them, you will need to then use the Next button on the bottom of the page to advance back to the final docket text screen.

By clicking on the [Next] button, in figure 2, the case will be sent to the court’s database.

You will get two items after submitting your filing: the Fee Payment window; and the Notice of Electronic Filing.

Fee Payment Window. The fee payment options will appear in the pop-up window. Refer to Section 8.1 for paying your fees online.

Notice of Electronic Filing. This notice of electronic filing is a three part notice.
The top part of the notice (figure 3) is the notice of electronic filing that an adversary case has been filed with the court. The notice can be divided into two sections. The top portion of the notice (figure 5) lists the

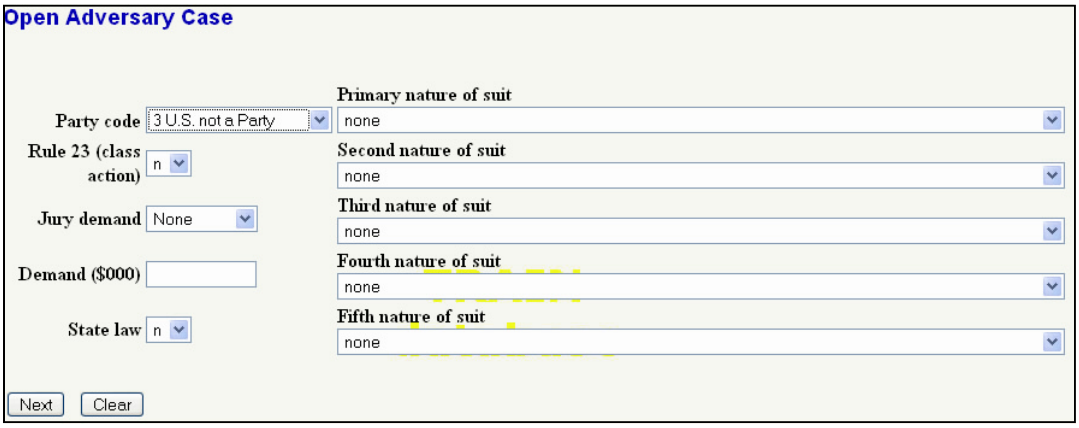
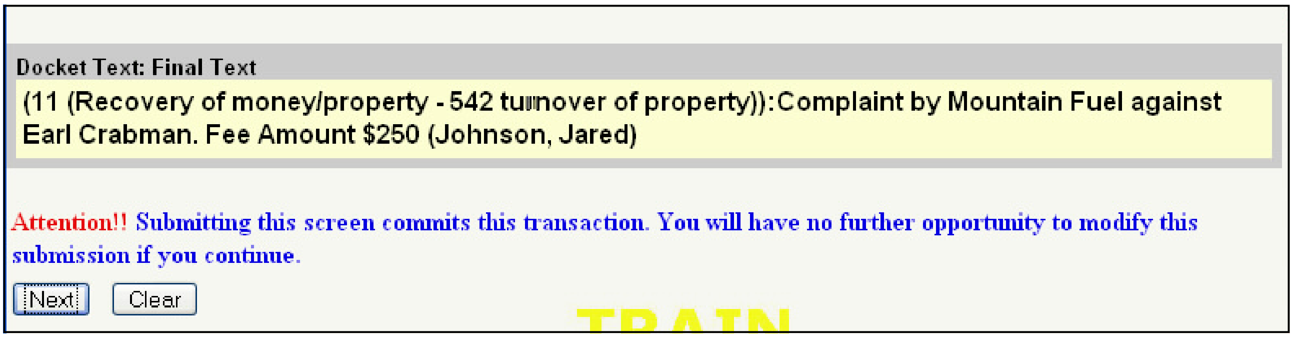


Figure 1

Figure 2



Section 4.3: Open a New Adversary Case

time and date that the case was opened. It also displays the case number as a hyperlink. Clicking on this hyperlink will take you to the docket sheet via PACER — you will need to log in to PACER to access the docket sheet. The uploaded document is also presented as a link. Again, clicking on this hyperlink will take you to PACER and to the uploaded document.

The docket text is also displayed, just below the case and document hyperlink.

The bottom portion of the notice (figure 6) contains two items of importance. The first item is a list of people who will receive electronic notice of this event. These parties are registered ECF users. The second item is a list of parties to the case who are not ECF registered users. These individuals will need to be noticed the way they have been in the past, whether the court sends them notice or if you have been sending notice.

The individuals on these two lists are party counsel and trustees. They are not members on the matrix.

The second part of the notice (figure 4) is the Summons for the adversary case. Clicking on the hyperlink will bring up the summons as a PDF document and you can save it and/or print it off to be served. The same time constraints exist for this summons as they would for any other summons. If you allow this summons to expire, you can use the Request for Reissuance of Summons under Adversary Events > Notices/Other events

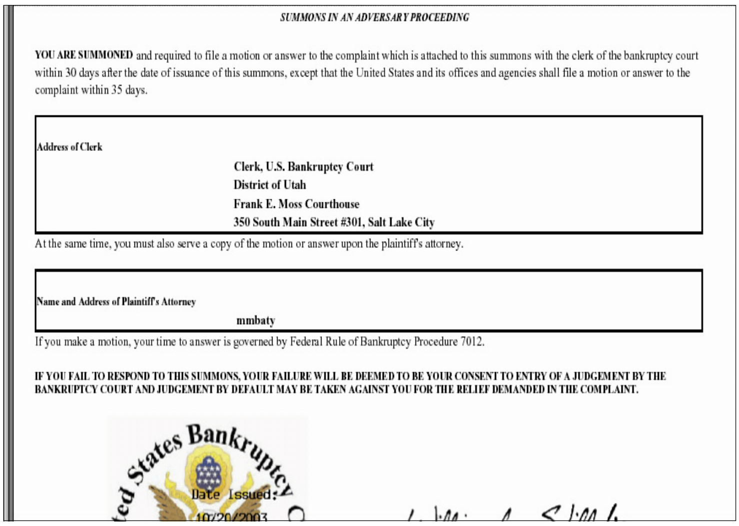
The bottom part of the notice (figure 5) is the notice to the bankruptcy case that an adversary case has been filed in the case. This is the only notice within the bankruptcy case of any of the adversary case's filings.

Issuance of a Summons

Upon completion of an adversary case, the Report of Electronic Mailing will now include an additional section for the summons. The user may select the Summons Issued hyperlink that has been added to the Report of Electronic Filing upon completion of a new adversary case, or the summons entry that is entered on the adversary case docket, to access the issued summons.

Information, such as the lead case, plaintiff, defendant, address of the clerk's office and attorney for plaintiff, is extracted from the case and inserted on the summons form. The second page of the summons is provided for return of service. The user simply prints the summons to be served.

The **answer deadline for the automatic summons is calculated from the date the adversary case is filed**. If service is not provided within the deadline period, use the Request for Reissuance of Summons under Adversary Notices/Other. The court will then go in to ECF and update the original summons. You will then need to go back to the "original" summons on the docket sheet (document 2) and reprint it. This can take some time to occur, since you are filing a request, and the court must then update the system manually.



SUMMONS IN AN ADVERSARY PROCEEDING

YOU ARE SUMMONED and required to file a motion or answer to the complaint which is attached to this summons with the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall file a motion or answer to the complaint within 35 days.

Address of Clerk

Clerk, U.S. Bankruptcy Court
District of Utah
Frank E. Moss Courthouse
350 South Main Street #301, Salt Lake City

At the same time, you must also serve a copy of the motion or answer upon the plaintiff's attorney.

Name and Address of Plaintiff's Attorney

mmbaty

If you make a motion, your time to answer is governed by Federal Rule of Bankruptcy Procedure 7012.

IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGEMENT BY THE BANKRUPTCY COURT AND JUDGEMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.

Notice of Electronic Filing

The following transaction was received from Johnson, Jared entered on 3/29/2005 at 10:39 AM MST and filed on 3/29/2005

Case Name: PacWeb Architects LLC v. Dunder
Case Number: 05-02069
Document Number: 1

Docket Text:
454 (Recover Money/Property):Complaint by Jared Johnson , PacWeb Architects LLC on behalf of PacWeb Architects LLC against Joseph T Dunder . Fee Amount $150. (Johnson, Jared/65)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: All_Filings.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=983650642 [Date=3/29/2005] [FileNumber=384087-0]
[6df1134e1e44588a22290c3ee8b746aca55ac8883e6e51b0f9fa002968a05017aa13f
45d7b10bda2f03f92cf30782667998d1274b862305d35c6142fb4e3edc2]]

05-02069 Notice will be electronically mailed to:

Figure 3

District of Utah

Notice of Electronic Filing

The following transaction was received from Johnson, Jared entered on 3/29/2005 at 10:39 AM MST and filed on 3/29/2005

Case Name: PacWeb Architects LLC v. Dunder
Case Number: 05-02069
Document Number: 2

Docket Text:
Summons Issued Summons Issued (Johnson, Jared)

The following document(s) are associated with this transaction:

05-02069 Notice will be electronically mailed to:

Jared Johnson sailboat2005@netscape.net

05-02069 Notice will not be electronically mailed to:

Figure 4

Notice of Electronic Filing

The following transaction was received from Johnson, Jared entered on 3/29/2005 at 10:39 AM MST and filed on 3/29/2005

Case Name: John D. Doe and Jane H. Doe
Case Number: 05-20025
Document Number:

Docket Text:
Complaint by Jared Johnson , PacWeb Architects LLC on behalf of PacWeb Architects LLC against Joseph T Dunder 05-02069; Nature of Suit(s): 454 (Recover Money/Property) , Fee Amount $ 150. Filed by Jared Johnson , PacWeb Architects LLC on behalf of PacWeb Architects LLC . (Johnson, Jared)

The following document(s) are associated with this transaction:

05-20025 Notice will be electronically mailed to:

Kevin R. Anderson tr brenda_dowler@utb.uscourts.gov

Jared Johnson sailboat2005@netscape.net

Figure 5

4.5

Statement of Social Security Number (B21)

This form provides the court with the debtor(s) social security number and is a private event. The Statement of Social Security Number should be filed with the initial petition opening the bankruptcy case.

Found: Bankruptcy/Debtor Events; Bankruptcy/Other

Reference:

- **Section 4.1 Open a New Bankruptcy Case**

Filing an Amended or Corrected Social Security Number

If there is an occasion that an external filer needs to amend or correct a Debtor's Statement of Social Security (B21), please DO NOT use the "amended document" code. Instead, use the code "Amended Statement of Social Security Number(s)".

The reason for this is that this code is image-restricted, but amended document is not image-restricted. In order to keep the SSN# protected from public scrutiny, it is necessary to use the image-restricted event code.

Also, if the SSN is corrected, the clerk's office will notify creditors (who are entitled to the full SSN#) with a form from the Bankruptcy Noticing Center that is returned with the SSN# redacted. This occurs only if the 341 has already been sent to all creditors.

4.6

Means Test

The means testing mechanism presumes abuse in individual cases if, after subjecting a petition to financial analysis, it is determined that the debtor could repay a threshold level of general unsecured debt. This computation is based in large part on two elements: 1) the debtor's current monthly income (generally, income from all sources, including contributions by others to household expenses but excluding Social Security benefits); and 2) allowed deductions, utilizing an IRS standard for expenses, as well as several other highly detailed expense standards.

In order to comply with the means test requirements, all individual debtors (individual chapter 7 consumer debtor, each individual debtor in a joint case, individual chapter 11 debtor, and all chapter 13 debtors) will complete the first three pages of the form entitled Statement of Current Monthly Income. If the debtor is filing under chapter 7, chapter 13 or individual chapter 11, and the debtor's income is above the state median, the debtor will need to complete a second three page form entitled Means Test/Disposable Income Calculation Form. 1 The petition will include a checkbox, to be completed by the debtor or debtor's attorney, which will indicate whether or not there is a presumption of abuse.

If the information filed by the debtor does not raise a presumption of abuse, the § 341 notice will be silent as to the presumption.

Use the form B22A for chapter 7 cases, B22B for chapter 11 cases and B22C for chapter 13 cases.

Found: Chapter 7 Means Test: Bankruptcy/Other; Bankruptcy/Debtor Events
Chapter 11 Statement of Current Monthly Income: Bankruptcy/Other
Chapter 13 Statement of Current Monthly and Disposable Income: Bankruptcy/Other; Bankruptcy/Debtor Events

Reference:

- **Section 2.6 Attaching a PDF Document**

STEP 1 Select the event either under Bankruptcy/Other or Bankruptcy/Debtor Events. Enter the case number for the case using the YY-NNNNN format. Click on Next Select the appropriate means test according to the case from the list of events. Click on Next.

STEP 2 Select the party filing this certificate (debtor). Click on Next.

STEP 3 Attach the Certificate. Click on Next.

STEP 4 You will need to select whether there is a presumption of abuse (figure 1). Click on Next.

STEP 5 This is the last screen prior to committing your filing to the court. Up to this point, you can use the back and forward button on your browser to review your filing and then make corrections or changes as needed. Remember that if you make changes to a page, you must use the next button on the pages to advance back to the submission screen since a change to one page will affect follow-on pages. If you are satisfied with your filing, click on Next.

You will get the Notice of Electronic filing. This screen informs you that a filing has been made to the case, in this instance, a notice of appearance and request for notice. Clicking on the case number will launch pacer and then the docket sheet. The bottom of the sheet informs me who will receive e-notification and who will have to be noticed the old fashion way, by mail.

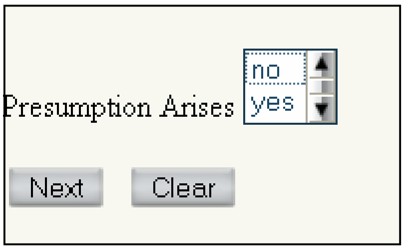


Figure 1

5.0

Filing Documents on the ECF System

The topics here are an example of the docketing that you will perform. Most docketing events done in ECF is similar to each other. Once you see how to perform these basic procedures, you will be able to perform the majority of docketing in ECF.

This chapter will cover:

1. Motions
2. Multi-Part Motions
3. Amendments
4. Compensation
5. Conversions
6. Creditor Counseling / Finance Management Training
7. Electronically Paid Fees
8. Employ
9. Motion to Confirm by Consent
10. Notice of Appearance and Request for Notice
11. Notice of Endorsement
12. Notice of Hearing
13. Objections
14. Proof of Claims
15. Proposed/Pending Orders
16. Shorten Time v. Expedite Hearing
17. Tax Documents
18. Additional Tips on Bankruptcy Events

5.1

Add Creditors

Creditor Request for Notice

An ECF user can now add creditors to a case. The creditor can be added to case a number of ways:
- Notice of Appearance of Counsel and Request for Notice
- Creditor Request for Notice
- Amended schedule (fee)
- Amended matrix (fee)
- Amended Matrix and Amended Schedules (fee)

We will look at filing a **Creditor Request for Notice**. The screens for each event will differ a little from one event to another but you will encounter the same add creditor screens for each event above.

Reference:
- **Section 2.1 Creating the Pleading**
- **Section 2.3 Converting a Document to PDF**
- **Section 2.6 Attaching a PDF Document**
- **Section 2.7 Additional Attachments**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**

STEP 1 Click on the Other category under Bankruptcy events.

STEP 2 Enter in the case number for the case that you are requesting notice. Click on next.

STEP 3 Select Creditor Request of Notice from the events box. Click on next.

STEP 4 Since you are not a party to the current case, click on the add/create new party hyperlink. Search for the party that you are representing. Refer to Sections 3.1 Searching for a Party, You can now search for a party and 3.3 Adding a Party.

STEP 5 You will be returned to the select the party screen with your new party highlighted at the top of the party list. Click on next.

STEP 6 If you are not set as the attorney representing the party, you will get this screen asking if you, as an attorney, want to be the representative for this party. If you do, place a checkmark in the box “party represented by”. Click on Next.

STEP 7 At this point, you will need to upload the creditor request for notice document that you have created and converted to a pdf. Refer to Section 2.6 Attaching a PDF Document.

Adding a Creditor to the Matrix

Up to this point, you have not yet added a creditor to the case's Creditor Matrix. You will do this now.

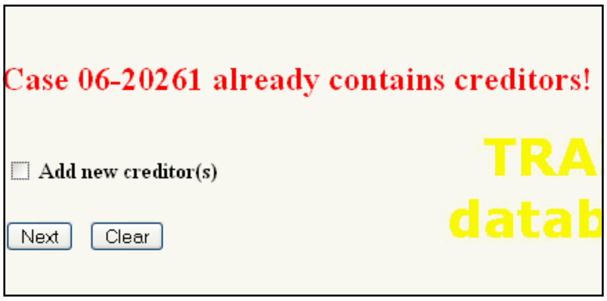
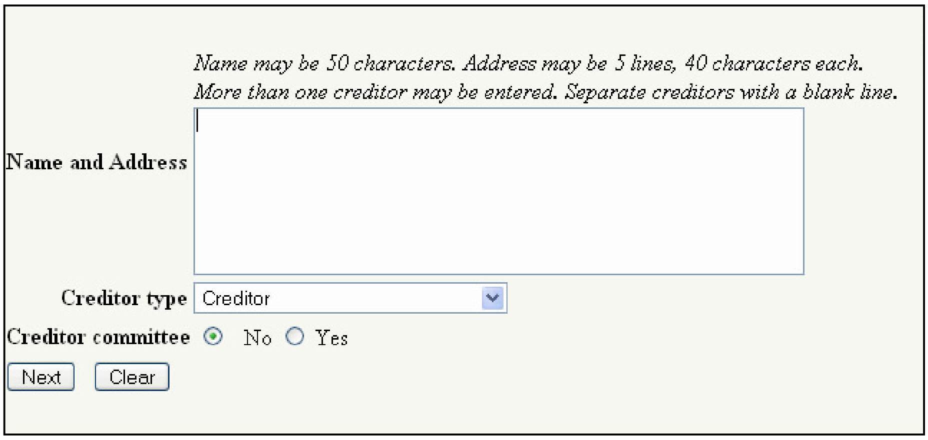


Figure 1

The next screen allows you to add new creditors to the matrix. To add a new creditor, you will enter in the name and address for your creditor party. Use the enter key to insert a line break. You can add as many creditors as you want. Simply separate the creditors by an empty line. You can enter creditor information by performing a copy and paste function from Word, WordPerfect, Open Office or another word processing application.



When you have finished with the creditor's name and address with either the common creditor or a creditor that you have entered, click on the next button.

This is the final docket text creation screen. You will no longer have the ability to edit the docket text freely. You can modify the docket text by selecting items from the drop down menu as well as adding text to the text field. Once you are finished with modifying the docket text, click on next.

This is the final docket text screen, the last screen prior to submitting the creditor request for notice to the court.

5.2

Motions

Reference:

- **Section 2.1 Creating the Pleading**
- **Section 2.3 Converting a Document to PDF**
- **Section 2.6 Attaching a PDF Document**
- **Section 2.7 Additional Attachments**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**
- **Section 8.1 Paying Fees Over the Internet**

Motions/Applications are found under the Bankruptcy link.

STEP 1 After you click on the Motions/Applications link, a case number screen appears. Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.

STEP 2 Click on the type of motion that you are filing to highlight your selection (see figure 1).
The filer must select an event that coincides with the document being filed. The title of the event designated by the court, may differ from your document so you may have to review the list for the best option. Certain events facilitate other actions in a case, such as schedule effects and deadlines or the entering of an order so it is important to use the correct event. The Click on the [Next] button.

STEP 3 At the select party screen, select the movant. Highlight your party and click on the [Next] button.
If the movant is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to section 3 for instructions for searching for, creating and adding parties.

STEP 4 You may see a screen like the one shown in figure 2. This screen will appear if the registered user logged in to the system is not counsel of record for the party filer (movant) you have selected. Figure 2 shows that (mmbaty) is not currently shown as counsel of record for Zions First National Bank. You may make the association at this point if you choose to do so. If you leave the corresponding box blank, you will not show as counsel of record on the case.

STEP 5 Add your supporting documentation using the procedure in section 2.6: Attaching a PDF Document.

STEP 6 Verify your final docket text and make any adjustments necessary. This text will be displayed on the Notice of Electronic Filing and on the docket sheet. Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and applied to the case.

STEP 7 You will be given the Internet Fee Payment window if there is a fee tied to this filing event. You will also receive your notice of electronic filing.

*You can quickly search through a listing of items by typing the first letter of the item you are looking for in a particular box. This is known as a **"hot key".** You will find that most fields in the ECF program are "hot key" sensitive. Example: If you are searching for "Relief from Stay", simply type an "r" and you will go to the beginning of the "r" items. Repeatedly typing an "r" would move you through all the listings beginning with "r".*

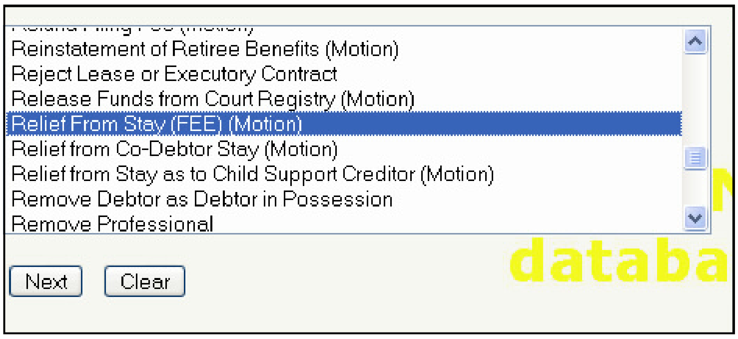


Figure 1

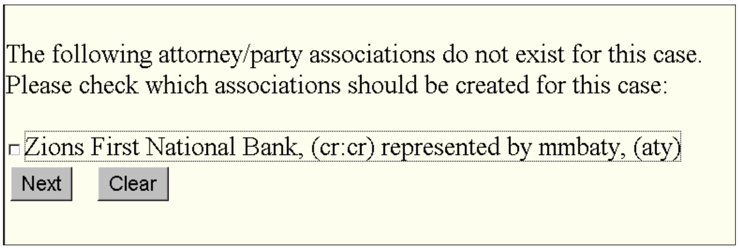


Figure 2

Hint: *If you are filing a document that will include noticing information, such as a Notice of Hearing or Certificate of Service, you may refer to section **8.5**: **Recipient Mailing List**, for the list of electronic and manual recipients. You may then include on the noticing document, (Received Electronically), before converting to PDF, to indicate what parties received the document electronically.*

5.3

Multi-Part Motions

ECF will allow you to docket multi-part motions, such as filing a "*Motion to Assume or Reject or in the Alternative Motion for Relief from Stay*." The process for filing a multi-part motion is the same as with a simple motion outlined in section 5.1, with the exception of using the control key while clicking on the desired motions.

Reference:

- **Section 2.1 Creating the Pleading**
- **Section 2.3 Converting a Document to PDF**
- **Section 2.6 Attaching a PDF Document**
- **Section 2.7 Additional Attachments**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**
- **Section 5.1 Motions**
- **Section 8.1 Paying Fees Over the Internet**

STEP 1 Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.

STEP 2 Highlight the first motion that you are filing (see figure 1). Now, hold down the <Ctrl> key and scroll down to your next motion. Click on that motion. Release the <Ctrl> key and click on the [Next] button.

As mentioned in section 5.1, it is important to select the appropriate event to match your pleading. A multi-part motion can be critical when the events you select can have a profound or differing effect on the case. Such as a Motion to Dismiss or in the Alternative a Motion to Convert the Case. The order that is entered will greatly effect the case and you want both of these motions to be clearly expressed on the docket sheet and on the electronic notification that will emanate from each entry.

STEP 3 At the select party screen, select the movant. Highlight your party and click on the [Next] button.
If the movant is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to section 3 for instructions for searching for, creating and adding parties.

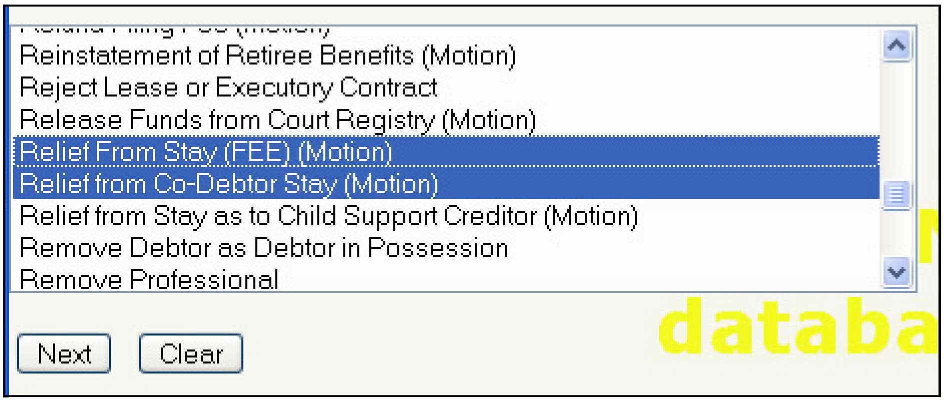
STEP 4 You may see a screen like the one shown in figure 2. This screen will appear if the registered user logged in to the system is not counsel of record for the party filer (movant) you have selected. Figure 2 shows that (mmbaty) is not currently shown as counsel of record for Zions First National Bank. You may make the association at this point if you choose to do so. If not, leave the corresponding box blank and click on [Next].

STEP 5 Add your supporting documentation using the procedure in section 2.6: Attaching a PDF Document.

STEP 6 Verify your final docket text and make any adjustments necessary. This text will be displayed on the Notice of Electronic Filing and on the docket sheet. If your final text is not correct, you will most likely need to use the back button on your browser and correct it at the screen where the information was originally en-

tered (figure 1). This way a complete correction is made to the event, not just the final text.
Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and applied to the case.

STEP 7 You will be given the Internet Fee Payment window if there is a fee tied to this filing event. You will also receive your notice of electronic filing.



You must use the scroll bar when selecting items for a multi-part motion. Using hot keys will not work.

Figure 1

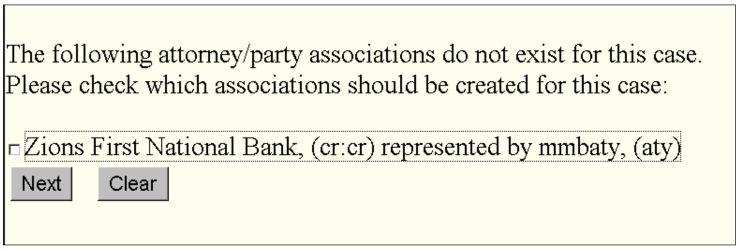


Figure 2

5.4 Amendments

Amended Matrixes and Schedules (Fee)

There are a few things that needs to be remembered about amended matrixes and amended schedules. As you will note under the Debtor Events, there are two amended matrixes, one with fees and one without; and two amended schedules, again one with fees and one without.

If you add creditors to either the matrix or schedules D, E or F, you will then need to file the amended matrix/ schedule using the fee event.

If you are simply making an edit to the creditor information on either the matrix or schedules D, E, or F, then you file the changes using the no fee event. The reason for this is that adding creditors to the case actually incurs a fee.

If you are planning on filing both an amended matrix and schedule and you have added new creditors, select the **Amended Matrix and Amended Schedules (FEE)** event, since this will allow you to file both items while paying only one fee.

Adding Creditors when opening a case

When opening a case electronically, it is perfectly acceptable to add creditors to your matrix although you may not have the address of the creditor(s) in question.

The 341 will not be sent if the address is incomplete, and if you obtain the correct address later on in the case, you can simply "edit" the address into the case without incurring an amended matrix fee.

For example, your client owes John Doe Plumbing of Bountiful Utah, but for whatever reason your client has not supplied you with the specific address. At filing, add "John Doe Plumbing" to your matrix. Several days later, your client supplies you with the address of the creditor as being "123 Main Street, Bountiful UT 84000". At this point, you can go through Creditor Maintenance and "edit" the address by adding the street, city, state,zip to the address.

When initially filing, do not include city or state because that could prompt an unnecessary mailing; the name will suffice, and no notice will emanate from this because it is "incomplete".

Found: Bankruptcy/Other; Bankruptcy/Debtor Events

Amended Matrix (Fee)

Select the matrix fee event when adding new creditors to a matrix **only** (not adding to schedules). If adding to both the matrix and schedule, use the combined *Amended Matrix and Schedules* event above.

Amended Matrix (No Fee)

Editing a creditor matrix without adding creditors to the matrix. You can also “fix” and address without filing an amended matrix, through Creditor Maintenance.

Amended Schedules (Fee)

Use this event when adding creditors to schedules D, E, or F. When adding creditors to the schedules, only include the new creditors, do not include the entire schedule with the new creditors added.

Amended Schedules (No Fee)

Use for editing a schedule without adding creditors.

Amended Statement of Social Security Number(s)

When submitting a social security number, use the original event **Statement of Social Security Number(s)**. This will block out the first five numbers of the social security number. When you amend the statement of social security number, for whatever reason, use the amended event **Amended Statement of Social Security Number(s)** instead of filing it as an amended document.

You **must use** the Statement/Amended Statement of Social Security Number to protect the privacy of the debtor's social security number.

Found: Bankruptcy/Other; Bankruptcy/Debtor Events

Amending Schedules after a Conversion / Notice/Schedules Pursuant to Rule 1019

This is a notice of amended schedules and matrix on cases that have been converted from a chapter 13 to a chapter 7. The filer has 15-days to file the amended schedules and matrix without incurring a fee. After the 15-day window, all fees will apply.

Amending a Document

The amended document event will allow you to link to the previous filed document.

Found: Bankruptcy/Other;

STEP 1 Click on the Other hyperlink.

STEP 2 Enter in the case number using the YY-NNNNN number format. Click on Next.

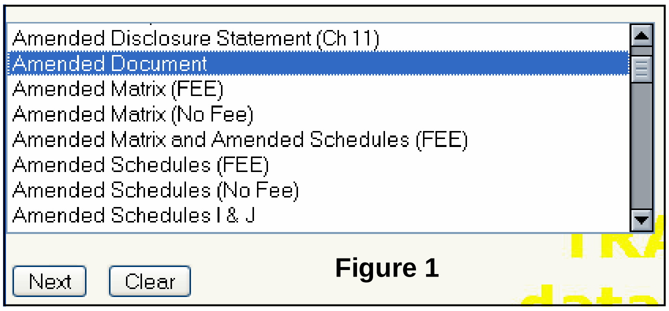


Figure 1

STEP 3 Select Amended Document from the list (figure 1). Click on Next.

STEP 4 At the select party screen, select the movant. Highlight your party and click on the [Next] button. If the movant is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to section 3 for instructions for searching for, creating and adding parties.

STEP 5 Attach the amending document to the case per section 2.6.

STEP 6 Ensure that the Refer to an existing event(s) check box is checked (figure 2). Click on Next.

Figure 2

STEP 7 Follow the procedure outlined in section 2.8 to reference an existing document.

STEP 8 Be sure that the final docket text is correct, to include the reference to the amended document. If it does not, or you did not get a list of document types, then you will need to us the back button and return to step 6 above.

STEP 9 If the final text is correct, click on Next to submit the filing event. You will then receive the Notice of Electronic Filing.

5.5 Amended Matrix and Schedules

There may come a time when you will need to amend either the case's matrix and/or its schedules. There are two categories in which to find these amended items -- under Debtor Events or under Other.

There are a number of amended matrix and schedule events:

- Amended Matrix and Amended Schedules (FEE) : Use this event when filing both an amended matrix and schedules. This will incur one fee verses a fee for the matrix and a fee for the schedules.
- Amended Matrix (FEE) : Use when filing the amended matrix only. This event will incur a fee.
- Amended Matrix (No Fee)
- Amended Schedules (FEE) : Use when you are amending schedules D, E, and F. This event will incur a fee.
- Amended Schedules I & J
- Amended Schedules (No Fee) : Use when filing amended schedules that do not involve adding a new creditor to schedules D,E, and F.

When using the combined Amended Matrix and Amended Schedule event above, the document that is attached should include the schedule being amended **and** an amended matrix identifying the new creditor (see Section 2.3: Combining PDF Documents).

If a case requires an amended schedule, often times the Summary of Schedules (Form 6) has also changed. An amended summary page should also be included in the documents you attach, and the figures on the summary screen (figure 2) should be updated to reflect the new figures.

To file an amended matrix and or schedule, you can select either the Debtor Events or the Other events under the Bankruptcy Events.

STEP 1 Enter the case number (YY-NNNNN) for the case that you are amending the matrix/ schedule. Click on the Enter button.

STEP 2 You will now need to upload you document to the ECF system. (refer to Section 3.1 Searching, Creating and Adding a Party to a Case). Once done attaching your file, click on the Next button.

STEP 3 If your filing incurred a fee, this page will inform you of the fee. Click on the Next button.

STEP 4 You will now have the ability to add creditors to the case (see Figure 1). Enter in the name and address for your creditor party. Use the enter key to insert a line break. You can add as many creditors as you want. Simply separate the creditors by an empty line. You can enter creditor information by performing a copy and paste function from word, WordPerfect, Open Office or other word processing applications. After entering your creditor information, click on the Next button.

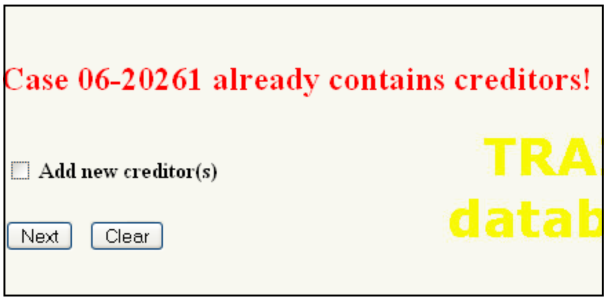


Figure 1

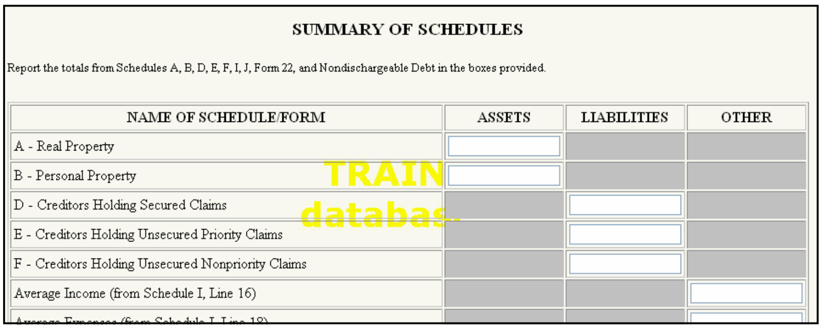


Figure 2

STEP 5 If you are filing amended schedules, you will now get the Summary of Schedules screen (see figure 2). Fill out the page according to the amended documents. This information is found on Schedules, Form 22 (Means Test), Form 6 Summary of Schedules and Summary of Statistical Liabilities. Change only those fields that have changed due to the amending of the schedules. If a field does not change, do not enter an amount. You can click on the Next button without entering in any information.

STEP 6 You will get the Final Docket Text modification screen. Modify the text as needed to clarify the filing. Click on the Next button. You now have the final docket text as it will appear on the docket. Click on the Next button if you are satisfied with this filing.

You will now get the Notice of Electronic Filing indicating that you have filed your Amended event.

5.6 Compensation

This section will be divided into three sections: Application for Compensation, Application for Compensation in a Chapter 13 Case, and Disclosure of Compensation.

When you file an application for compensation, use the Compensation event, not the generic application. There are fields that will need to be filled out so that proper event actions are applied within the ECF system.

If the case is a Ch 13, use the Application for Compensation in a 13 event.

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 3.3 Adding a Party**
- **Section 5.1 Motions**

4.4.1 Application for Compensation

Found: Bankruptcy//Motion/Applications;

STEP 1 After clicking on the Motions/Applications hyperlink, enter in the case number using the YY-NNNNN number format. Click on Next.

STEP 2 Select the event Compensation (motion) (figure 1) by either scrolling down to the event, or hitting the "C" key until the event is highlighted. Click on Next.

STEP 3 At the select party screen, select the party that you represent. Highlight your party and click on the [Next] button. If the party is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to section 3 for instructions for searching for, creating and adding parties.

STEP 4 Be aware of the following instruction: **Please Do Not Check or Uncheck the Following Boxes Next to Filer!** This applies to the next page. At this point, attach the supporting documentation per section 2.6.

STEP 5 The compensation form is displayed (figure 2). Fill out this form accordingly. From and To are the dates that the activity for which you are being compensated for occurred. Fill out the Fees and Expenses fields accordingly. When you are done, click on Next. Zeros will be added to the remaining party fields. You will get warnings (figure 3) that applicants have not had amounts entered into their fields. These fields are for your represented party. Disregard the warning(s) by clicking on OK.

STEP 6 The final docket text screen is presented. Be sure that the information on the screen is correct. If not, use the browser's back button to go back and make changes. Click on the Next button to submit this filing. You will receive the Notice of Electronic Filing once the event has been submitted.

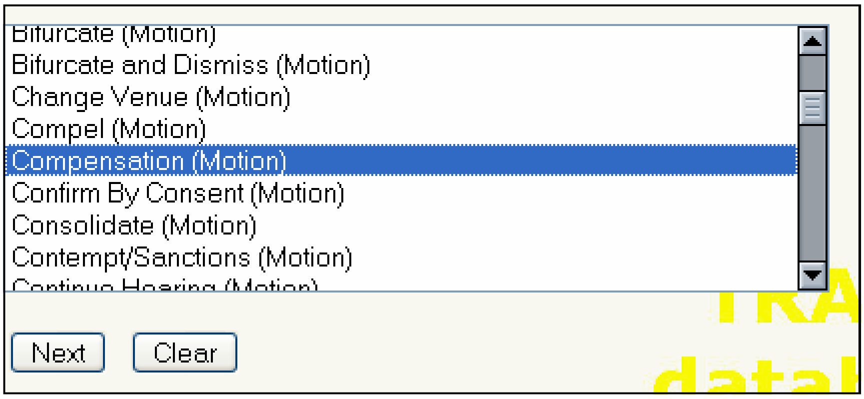


Figure 1

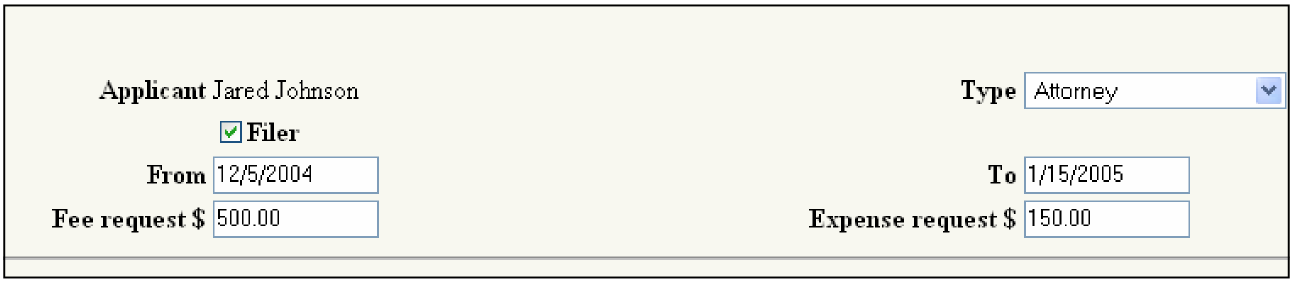


Figure 2

Figure 3

4.4.2 Application for Compensation (Ch 13)

This event was created specifically for Ch 13.
 Found: Bankruptcy/Debtor Events;

STEP 1 After clicking on the Debtor Events hyperlink, enter in the case number using the YY-NNNNN number format. Click on Next. You will get an instruction screen informing you that this event is only to be used on behalf of the debtor. Click on Next.

STEP 2 Select the event Application for Compensation by Attorney/Debtor(s) (Ch13 only) (figure 4, next page) by either scrolling down to the event, or hitting the "A" key until the event is highlighted.

STEP 3 Attaching the supporting documentation per section 2.6.

STEP 4 Click on Next on the follow-up page.

Section 5.6: Compensation

STEP 5 The final docket text screen is presented. Be sure that the information on the screen is correct. If not, use the browser's back button to go back and make changes. Click on the Next button to submit this filing.

You will receive the Notice of Electronic Filing once the event has been submitted.

4.4.3 Disclosure of Compensation

Found: Bankruptcy/Other; Bankruptcy/Debtor Events

This document can be attached to the voluntary petition when the case is opened. If it was not attached to the petition, it can be filed using the Disclosure of compensation event.

STEP 1 After clicking on the Other hyperlink, enter in the case number using the YY-NNNNN number format. Click on Next.

STEP 2 Select the event Disclosure of Compensation of Attorney for Debtor (figure 5) by either scrolling down to the event, or hitting the "D" key until the event is highlighted. Click on Next.

STEP 3 At the select party screen, select the party that you represent. Highlight your party and click on the [Next] button. If the party is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to section 3 for instructions for searching for, creating and adding parties.

STEP 4 Attaching the supporting documentation per section 2.6.

STEP 5 STEP 4 Click on Next on the follow-up page.

STEP 6 The final docket text screen is presented. Be sure that the information on the screen is correct. If not, use the browser's back button to go back and make changes. Click on the Next button to submit this filing.

You will receive the Notice of Electronic Filing once the event has been submitted.

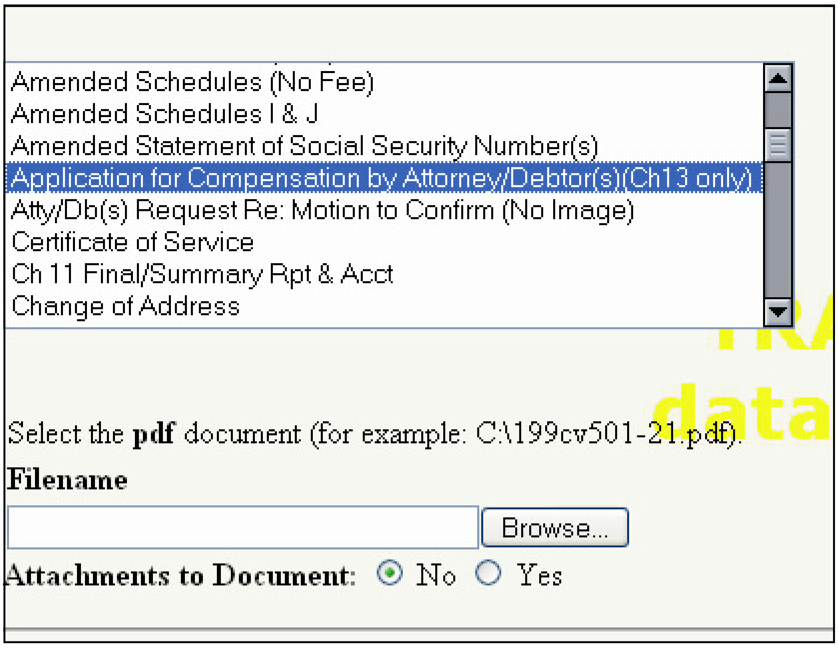


Figure 4

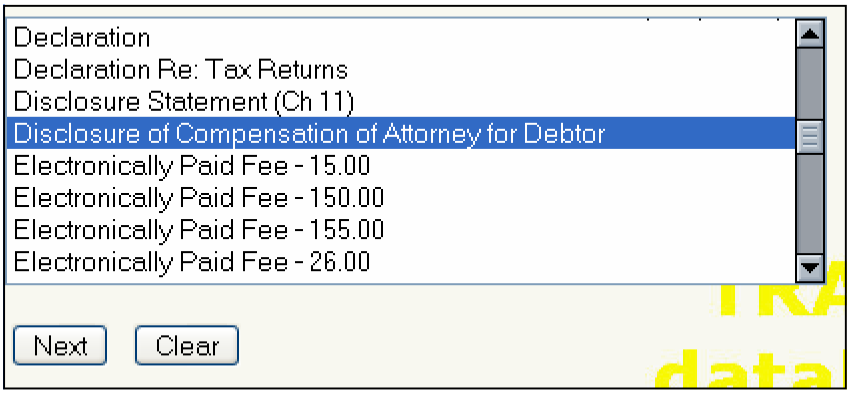


Figure 5

5.7 Conversions

This section will be divided into four sections: Conversion with Motion or Notice, one debtor only, Bifurcate, and Bifurcate and dismiss

Reference:
- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 3.3 Adding a Party**
- **Section 5.1 Motions**

4.5.1 Motion or Notice

When converting a Chap 7 to a 13, you will file a motion, to convert a 13 to a 7, you may convert with a notice. The steps are the same for both the motion and the notice.

Found: Bankruptcy//Motion/Applications; Bankruptcy/Notice

STEP 1 After clicking on the Motions/Applications hyperlink, enter in the case number using the YY-NNNNN number format. Click on Next.

STEP 2 Select the event Convert Case to 13 (motion) (figure 1) by either scrolling down to the event, or hitting the "C" key until the event is highlighted. Click on Next.

STEP 3 At the select party screen, select the party that you represent. Highlight your party and click on the [Next] button. If the party is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to section 3 for instructions for searching for, creating and adding parties.

STEP 4 Attaching the supporting documentation per section 2.6.

STEP 5 The final docket text screen is presented. Be sure that the information on the screen is correct. If not, use the browser's back button to go back and make changes. Click on the Next button to submit this filing.

You will receive the Notice of Electronic Filing once the event has been submitted.

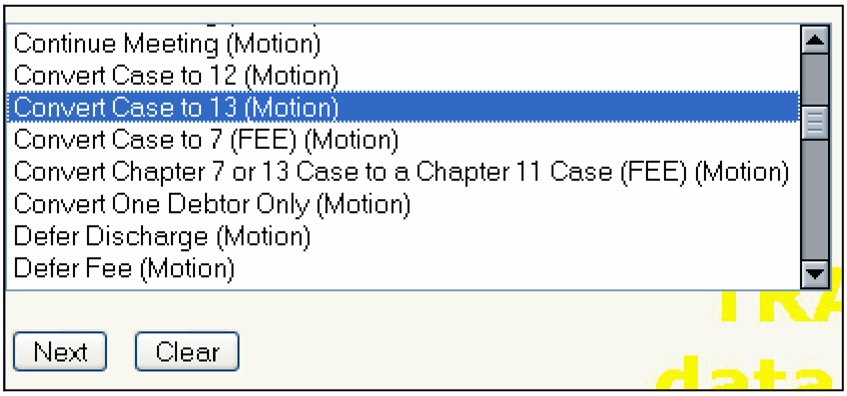

Continue Meeting (Motion)
Convert Case to 12 (Motion)
Convert Case to 13 (Motion)
Convert Case to 7 (FEE) (Motion)
Convert Chapter 7 or 13 Case to a Chapter 11 Case (FEE) (Motion)
Convert One Debtor Only (Motion)
Defer Discharge (Motion)
Defer Fee (Motion)
Next
Clear

Figure 1

5.8

Creditor Counseling Financial Management Training

Creditor Counseling

The new bankruptcy act mandates that individuals filing under chapters 7, 11, and 13 must receive an approved credit counseling briefing in order to be eligible to file a bankruptcy case. This briefing must take place in the 180 day period preceding the date of the filing of the petition.

The clerk's office will maintain an available list of accredited creditor counselors, either on the court's website or hyperlinked to the U.S. Trustee's website containing the counselors' information.

The debtor should have completed the creditor counseling prior to filing the bankruptcy. The petition has a checkbox (figure 1) that should be checked to indicate that the counseling requirement has been met. The actual certificate is filed once the case has been opened. **DO NOT USE FORM B23**, WHICH IS USED TO FILE THE CERTIFICATE OF INSTRUCTIONAL COURSE CONCERNING PERSONAL FINANCIAL MANAGEMENT.

Found: Bankruptcy/Other

Reference:

- **Section 2.6 Attaching a PDF Document**

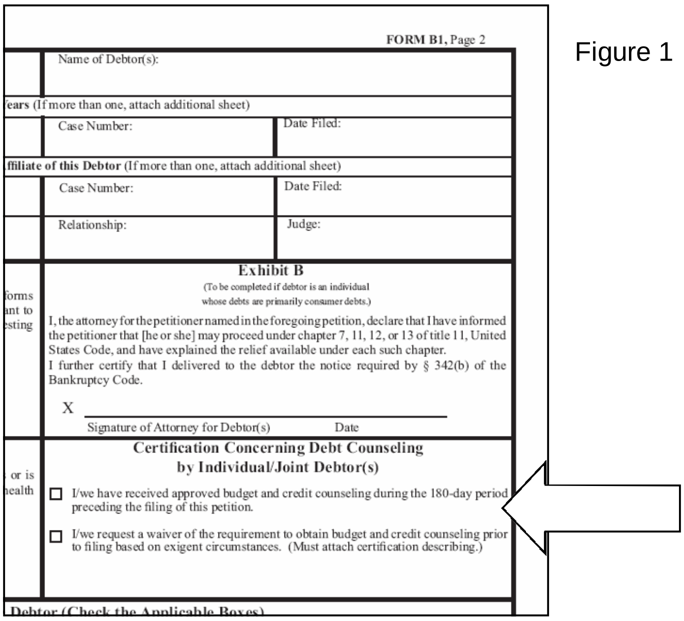
STEP 1 Select the event under Bankruptcy/Other. Enter the case number for the case that the **Creditor Counseling Agency Briefing Certificate (Prefiling)** to. Use the YY-NNNNN format. Click on Next Select **Creditor Counseling Agency Briefing Certificate (Prefiling)** from the list of events. Click on Next.

STEP 2 Select the party filing this certificate (debtor). Click on Next.

STEP 3 Attach the Certificate. Click on Next.

STEP 4 This is the last screen prior to committing your filing to the court. Up to this point, you can use the back and forward button on your browser to review your filing and then make corrections or changes as needed. Remember that if you make changes to a page, you must use the next button on the pages to advance back to the submission screen since a change to one page will affect follow-on pages. If you are satisfied with your filing, click on Next.

You will get the Notice of Electronic filing. This screen informs you that a filing has been made to the case. Clicking on the case number will launch pacer and then the docket sheet. The bottom of the sheet informs me who will receive e-notification and who will have to be noticed the old fashion way, by mail.


FORM B1, Page 2

Name of Debtor(s):

ears (If more than one, attach additional sheet)

Case Number: | Date Filed:

ffiliate of this Debtor (If more than one, attach additional sheet)

Case Number: | Date Filed:

Relationship: | Judge:

forms
ant to
esting

Exhibit B
(To be completed if debtor is an individual whose debts are primarily consumer debts.)

I, the attorney for the petitioner named in the foregoing petition, declare that I have informed the petitioner that [he or she] may proceed under chapter 7, 11, 12, or 13 of title 11, United States Code, and have explained the relief available under each such chapter.
I further certify that I delivered to the debtor the notice required by § 342(b) of the Bankruptcy Code.

X
Signature of Attorney for Debtor(s) Date

or is
health

Certification Concerning Debt Counseling
by Individual/Joint Debtor(s)

☐ I/we have received approved budget and credit counseling during the 180-day period preceding the filing of this petition.

☐ I/we request a waiver of the requirement to obtain budget and credit counseling prior to filing based on exigent circumstances. (Must attach certification describing.)

Debtor (Check the Applicable Boxes)

Figure 1

Financial Management

The new bankruptcy act mandates that individuals filing under chapters 7 and 13 must complete an approved financial management course (subject to exceptions set forth below) in order to receive a discharge.

The certificate of financial management course needs to be filed within 45 days after the 341 meeting.

This certificate is an actual form (Form B23) that is available on the court's internet site. Do not use this form to file the debtor's Creditor Counseling Agency Briefing Certificate. That certificate comes from the agency providing the counseling.

Found: Bankruptcy/Other

Reference:

- **Section 2.6 Attaching a PDF Document**

STEP 1 Select the event under Bankruptcy/Other. Enter the case number for the case using the YY-NNNNN format. Click on Next. Select **Financial Management Course** from the list of events. Click on Next.

STEP 2 Select the party filing this certificate (debtor). Click on Next.

STEP 3 Attach Form B23. Click on Next.

STEP 4 This is the last screen prior to committing your filing to the court. Up to this point, you can use the back and forward button on your browser to review your filing and then make corrections or changes as needed. Remember that if you make changes to a page, you must use the next button on the pages to advance back to the submission screen since a change to one page will affect follow-on pages. If you are satisfied with your filing, click on Next.

You will get the Notice of Electronic filing. This screen informs you that a filing has been made to the case. Clicking on the case number will launch pacer and then the docket sheet. The bottom of the sheet informs me who will receive e-notification and who will have to be noticed the old fashion way, by mail.

5.9 Electronically Paid Fees/ Notice of Fees Due

The payment of electronic fees, other than when they are accrued by certain filing events, can be a little confusing. Occasionally, you may receive a Clerk's Notice of Fees Due. Fees that are due, pursuant to a clerk's notice will not show up on the Internet Payment window as do the other fees. A Clerk's Notice of Fees Due is normally generated when a filer has selected a wrong event — one that should have been a fee event, such as an amended matrix which has both a fee event and a no fee event. If the court determines that the event was incorrectly selected, the filer will basically receive a "bill" for the fee owed.

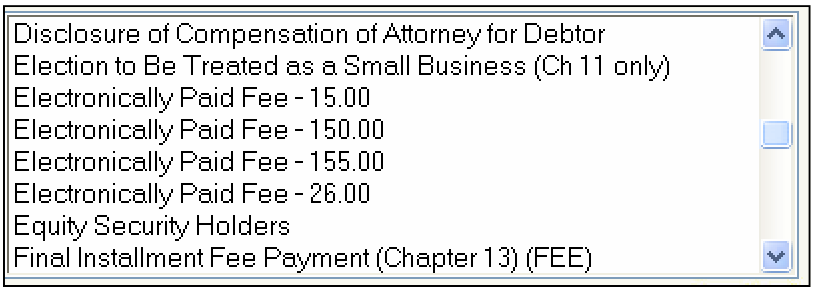
The fee can be paid either over the Internet or over the counter.

When you receive the notice of fees due, you can then log into the ECF system and file an electronic payment, which will then enable the internet payment window and allow you to pay the fee across the Internet. Simply select the fee amount that needs to be paid (see image below), and then pay the fee at the end of the filing. THIS IS A NO IMAGE EVENT.

Found: Bankruptcy/Other; Bankruptcy/Debtor Events

Reference:

- **Section 8.1 Making an Internet Payment**



5.10 Employ

Attorney users select the Application to Employ option from the Motions/Applications category to employ an attorney or other professional, such as a realtor or accountant. Trustee users select Trustee/US Trustee category.

Found: Bankruptcy//Motion/Application
Bankruptcy//Trustee/US Trustee

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 3.1 Search for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**
- **Section 5.1 Motions**

Employ Attorney

The example below will demonstrate the process for an attorney user to file an Application to Employ Counsel:

1. Select Motions/Applications from the category list.
2. Enter the case number and click the [Next] button to continue.
3. Select the title of the pleading you are filing from the list of events available. In this example I will highlight Employ Attorney, and click [Next].
4. Select the moving party filing the pleading. In this case, the attorney is filing in behalf of the debtors.
5. A Party Associations screen will appear and ask if you would like to make an association with the party selected. If the application is to employ you, as counsel, and you used your attorney user login, you may simply check the boxes in Figure 1 to show representation.
6. If you were unable to check the box, because it doesn't apply, you must add the attorney you wish to employ, in the Search for An Attorney screens that will follow.
7. If you **did** check the boxes on the previous screen, counsel has already been added and you can click on [End Attorney Selection] on the screen shown in Figure 2. Otherwise you will need to search for and add an attorney to the case.
8. The filer will then be asked to type the name of the person to be employed. Then browse, verify and attach a pleading. (Figure 3)
9. Finally, the last screen before submitting your transaction will appear. Verify the information for accuracy and submit your filing to the court.

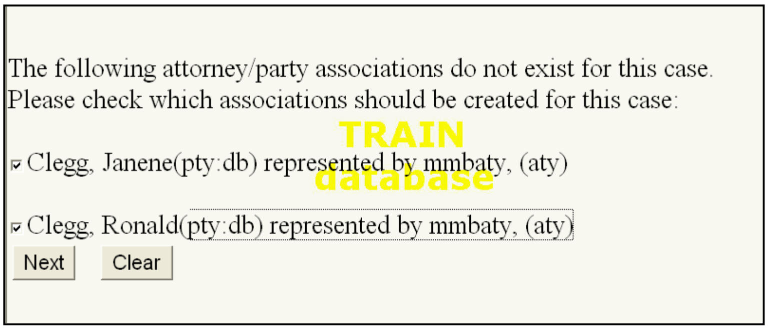


Figure 1

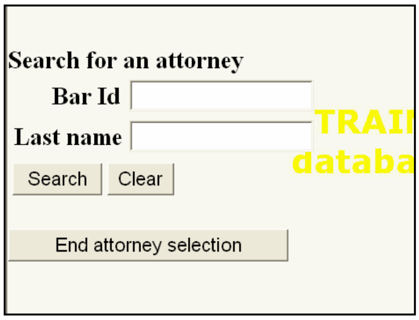


Figure 2

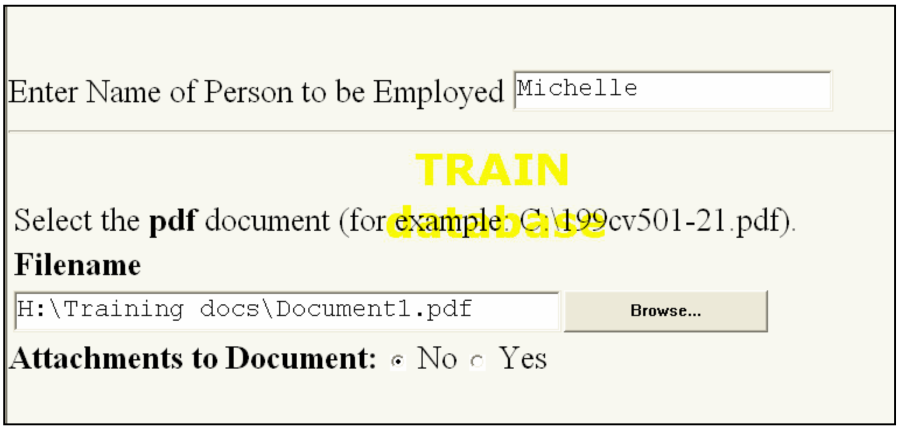


Figure 3

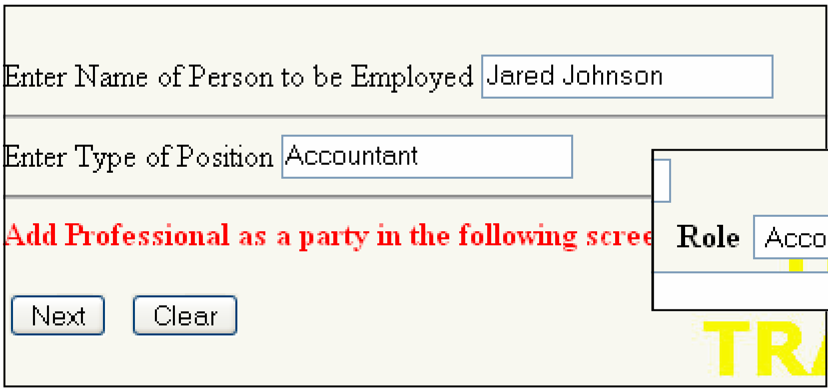


Figure 4

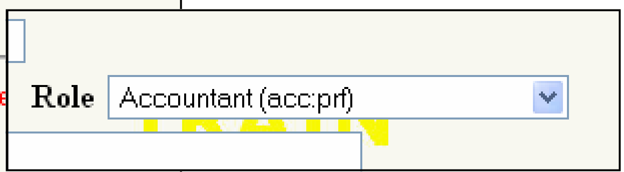


Figure 4a

Employ Professional

The process for employing a professional is much the same. You will enter in the case number and select the Employ Professional from the item list, you will select the party that is employing the professional. You will then need to enter the name and the position that they are being employed to (figure 4). You will then need to search and add the professional to the case, per section 2. Be sure to set the party role to the role that they are performing (figure 4a).

Then upload the supporting PDF document for this event (per section 2.6) The final docket text screen appears after you attach your document. Make sure that the docket text is clear and understandable. When you are finished, click on the next button.

5.11

Motion to Confirm by Consent / Motion to Confirm by Consent and Amend Chapter 13 Plan

There are two different motions to confirm by consent: the standard Motion to Confirm to Consent; and if the plan is being amended, the filer should use the combined event Motion to Confirm by Consent and Amended Chap 13 Plan.

The motion with the amended plan should have the newly amended plan combined with the motion. You would not attach a plan that was amended previously and already appears on the docket (the plan that is attached is not a copy of a plan already appearing in the docket).

Noticing is done under Debtor Events using the Atty/Db(s) Request Re: Motion to Confirm (No Image) and linked to the motion to confirm by consent and amended plan and the court will then notice it out. The court may respond the same day, but it may take the Bankruptcy Noticing Center two days to send notices, so plan accordingly.

Found: Bankruptcy/Other; Bankruptcy/Debtor Events; Bankruptcy//Motion/Application

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 5.1 Motions**

We will look at the simple **Motion to Confirm by Consent**.

STEP 1 After you click on the Motions/Applications link, a case number screen appears. Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.

STEP 2 Select Motion to Confirm by Consent from the item list (Motion to Confirm by Consent and Amended Chap 13 Plan is found under Bankruptcy/Other. Both events are also found under Bankruptcy/Debtor Events)
The Click on the [Next] button.

STEP 3 At the select party screen, select the movant. Highlight your party and click on the [Next] button.

STEP 4 You will need to enter in the claim numbers that are being objected to. All that needs to be entered is the claim numbers, no names. The numbers are separated by commas, as shown in figure 1 to the right.
Add your supporting documentation using the procedure in section 2.6: Attaching a PDF Document.

STEP 6 Verify your final docket text and make any adjustments necessary. This text will be displayed on the Notice of Electronic Filing and on the docket sheet. Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and applied to the case.

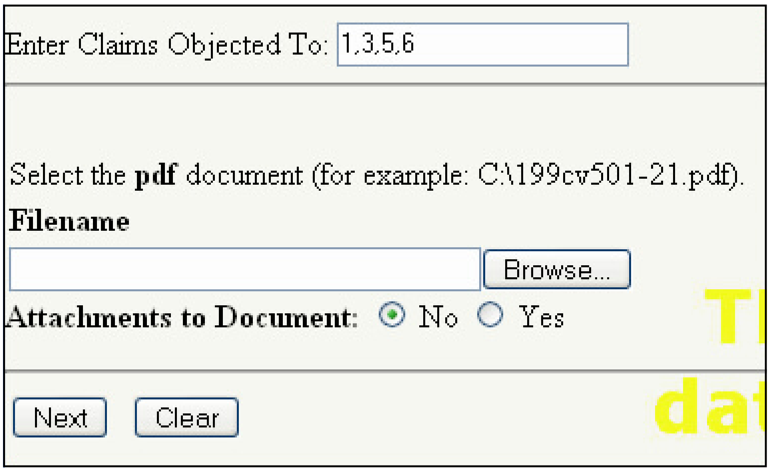
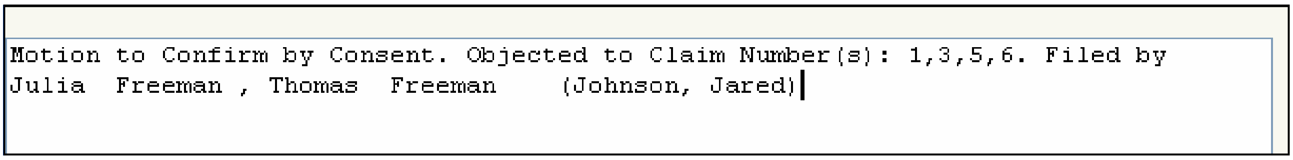


Figure 1

STEP 7 You will receive your notice of electronic filing.



Final docket text for Motion to Confirm

Remember for the combined event, you need to combine both the PDF documents for the motion to confirm by consent and the amended plan. Using the combined event saves you time by allowing you to file one event instead of two. The use of the Atty/Db(s) Request Re: Motion to Confirm (No Image) tells the court that you want the court to mail out the motion to confirm by consent and the amended plan if it is attached at the same time, using the combined event.

When you file the Atty/Db(s) Request Re: Motion to Confirm, be aware that you will need to select (link) the motion to confirm and amended plan which you have recently filed (figure 2). The steps for filing the request is those of the simple motion (section 5.1)

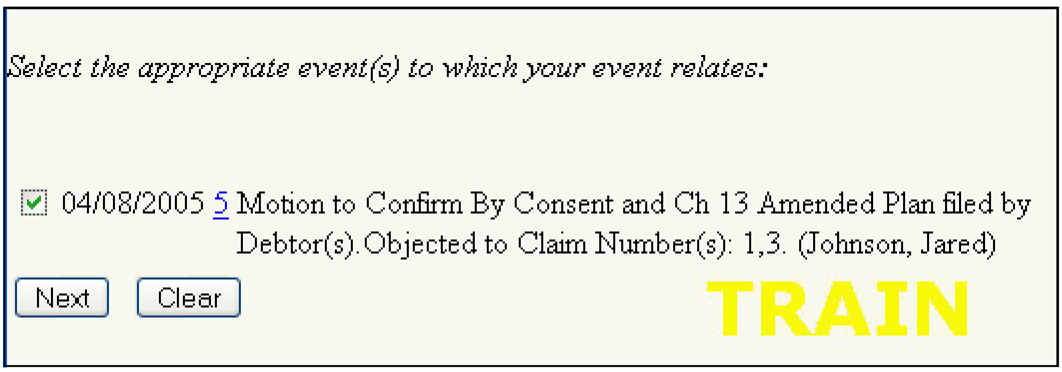


Figure 2

5.12 Notice of Appearance and Request for Notice

The Notice of Appearance and Request of Notice is one of the few events that allow you to add a party to an existing case. You will add your party and then assign yourself to represent that party. You will be adding your party to the matrix as well as to the case..

There are two different versions of this event -- one with a pdf document and one without. The “with image” event will present the screen to attach a notice if you elect to do so.

Found: Bankruptcy/Notices

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**

To file a Notice of Appearance and Request for notice, click on the Notices hyperlink under the Bankruptcy events.

STEP 1 Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.

STEP 2 Select Notice of Appearance of Counsel and Request for Notice. For this example, we will select No Image. Click on the Next button.

STEP 3 The Select a party screen appears. Chances are, since you are filing a Notice of Appearance, your party is not a party to the case. To add your party, click on the Add/Create New Party hyperlink. Refer to Section 3.1:Searching, Creating and Adding a Party to a Case.

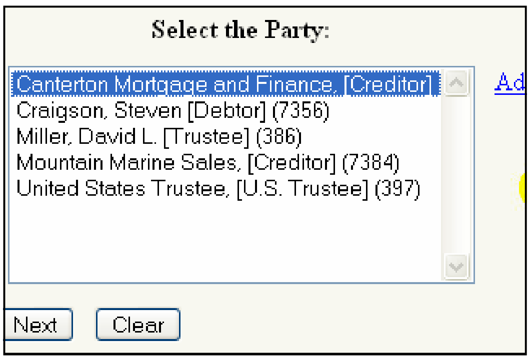


Figure 1

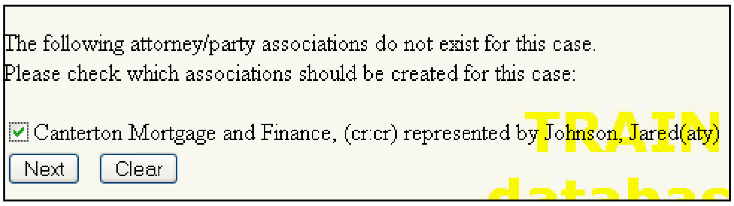


Figure 2

STEP 4 At this point, you will need to set yourself as the attorney representing the party that you have just added to the case. This is done by placing a checkmark in the box labeled ...represented by … (figure 2). After checking the box assigning you to the party, click on the Next button.

At this point, there is a blank screen. Click on the next button.

STEP 5 This allows you to add an attorney to the party that you have created. You can add an additional attorney if one will be assisting in the case. If you added yourself in step 5 above and you are the only attorney for this party, click on the End attorney selection button.

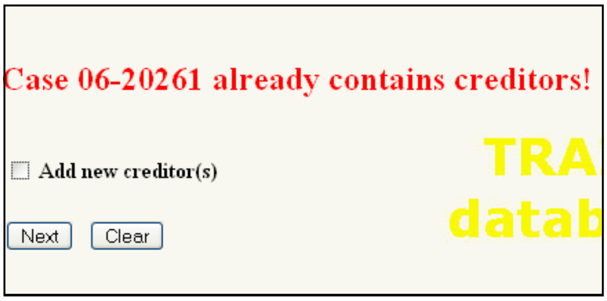
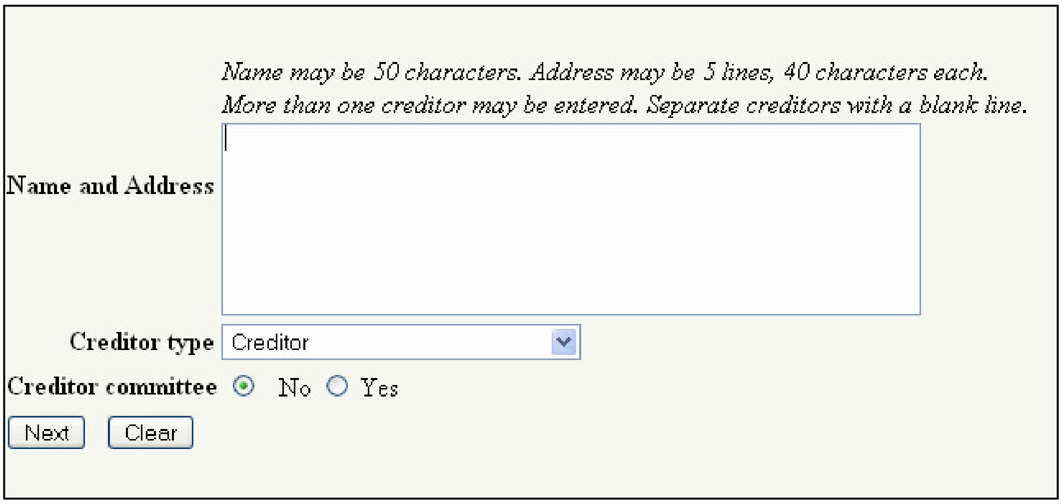


Figure 3

STEP 6 This is where you will an add your party to the matrix (figure 3). Place a check mark in the box and click on Next. Enter in the name and address for your creditor party (figure 4). Use the enter key to insert a line break. You can add as many creditors as you want. Simply separate the creditors by an empty line. You can enter creditor information by performing a copy and paste function from word, WordPerfect, Open Office or other word processing applications. After entering your creditor information, click on the Next button.

Figure 4



Section 5.12: Notice of Appearance and Request for Notice

STEP 7 This is the final docket text creation screen (figure 5). You can modify the docket text by selecting items from the drop down menu as well as adding text to the text field. Once you are finished with modifying the docket text, click on next.

This is the final docket text screen, the last screen prior to submitting the creditor request for notice to the court.

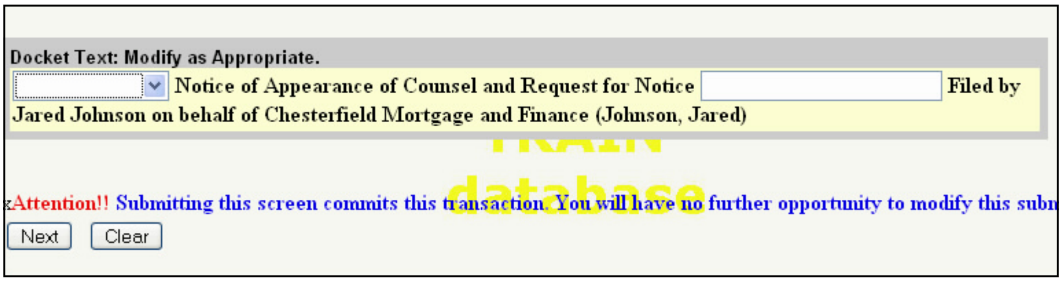


Figure 5

5.13
Notice of Endorsement

The Notice of Endorsement allows registered ECF users to electronically sign/agree to/endorse a document on the docket sheet, such as a document or order submitted by opposing counsel, or trustee. THIS EVENT DOES NOT REQUIRE A PDF DOCUMENT

Found: Bankruptcy/Notices

Reference:

- **Section 2.8 Referencing an Existing Document**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**

STEP 1 Click on Notices under the Bankruptcy category.

STEP 2 Enter the case number for the case. Use the YY-NNNNN number format.

STEP 3 Select NOTICE OF ENDORSEMENT (NO IMAGE) from the selection box. Click on Next.

STEP 4 At the select party screen, select the movant. Highlight your party and click on the [Next] button. If the movant is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to section 2 for instructions for searching for, creating and adding parties.

STEP 5 Place a checkmark in the check box labeled *Refer to existing event(s)?* (figure 1). This will allow you to select the document that you are endorsing. If you do not select the box, you will not be able to endorse that item. Click on Next.

STEP 6 Refer to section 1.8 on referencing an existing document. After referencing your document, click on Next.

STEP 7 Verify your final docket text and make any adjustments necessary. This text will be displayed on the Notice of Electronic Filing and on the docket sheet. If your final text is not correct, you will most likely need to use the back button on your browser and correct it at the screen where the information was originally entered. This way a complete correction is made to the filing, not just the final text.

Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and applied to the case.

You will also receive your notice of electronic filing.

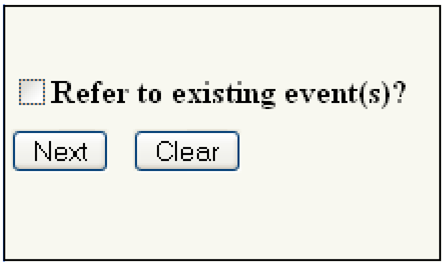


Figure 1

5.14

Notice of Hearing

Correctly entering a Notice of Hearing is very important to both the moving party and the court. When an electronic filer enters a notice of hearing, they are actually referring to a matter on the chambers calendar. Incorrect entries can have a dramatic effect on chambers so make sure you **verify your entry**.

You will need to contact chambers to get a hearing date

If you are filing a document that will include noticing information, such as a Notice of Hearing or Certificate of Service, you may refer to section 8.5: Recipient Mailing List, for the list of electronic and manual recipients. You may then include on the noticing document, (Received Electronically) before converting to PDF, to indicate what parties received the document electronically.

When filing an **Amended Notice of Hearing**, do not link the hearing event to the previous hearing, link to the motion being heard.

If you have filed a previous hearing notice with the court and you don't select Amended/Rescheduled**,** when it is appropriate, the previous hearing may not be correctly removed from the calendar.

Found: Bankruptcy/Notices

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 8.5 Recipient Mailing List**

STEP 1 Select Notices from the category list.

STEP 2 Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.

STEP 3 Click on the drop-down menu and select the type of document that you are filing. Highlight Notice of Hearing if this is the first notice relating to the motion. If you are amending or rescheduling a previously filed notice select Notice of Hearing (Amended/Rescheduled). Once you have selected your event, click on [Next].

STEP 4 At the select party screen, select the movant. Highlight your party and click on the [Next] button. You party should already be a party to the case.
A case verification screen will appear next. This screen is displayed to allow you to confirm your case number and name of debtor. Click on [Next] to continue.

STEP 5 You will then see a Hearing Information screen. Again, it is very important to enter the information on this screen correctly. The filer should begin by selecting the first pull-down box field that reads *"Please select a previously created event"*. Information from chambers' calendars are populated directly into this field, see figure 1 below.

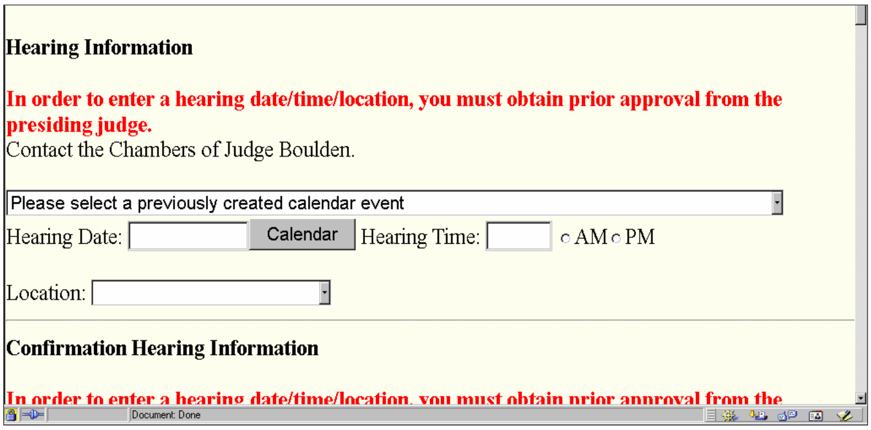


Figure 1

Most previously created calendar events created on the chambers calendar for this case will appear. In the example, shown in figure 2, only one hearing was scheduled on the court's calendar for **7/30/03 at 9:00AM**. If this is the hearing that is scheduled for the pleading you are now entering, simply highlight and click on your selection.

If the information that appears in this field is questionable, contact chambers before selecting it.

If you do not select the displayed hearing and enter the hearing record again, a duplicate entry may be placed on the court calendar.

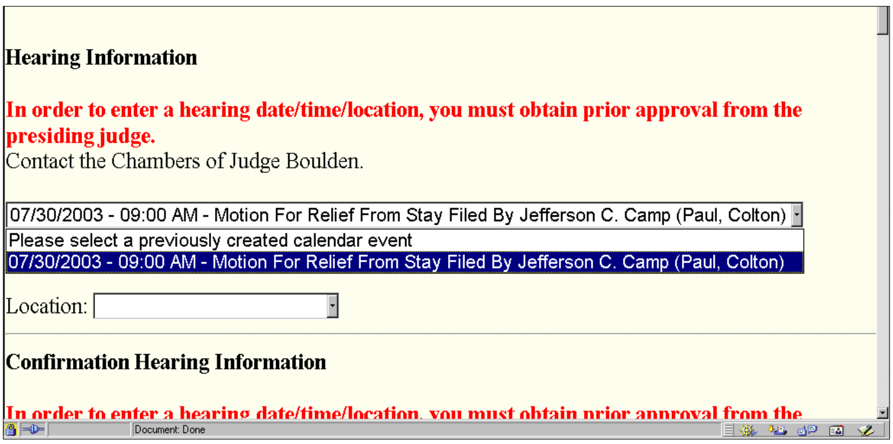


Figure 2

Section 5.14: Notice of Hearing

Pre-sets, 341 and confirmation hearings will not appear in the box at this time.

After you have highlighted the previously scheduled event, the *Hearing Date*, *Hearing Time and Location* fields will be populated automatically (see figure 3).

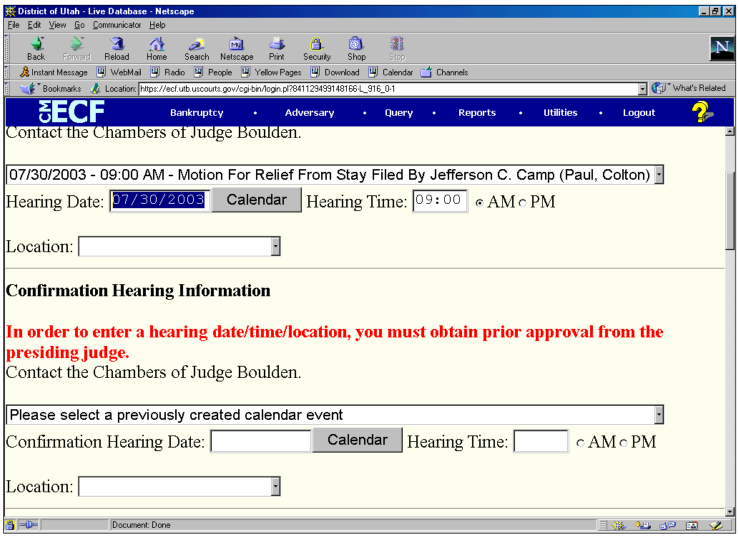


Figure 3

STEP 6 The location field will display the US Bankruptcy Court if the hearing is to be held in Salt Lake (see figure 4 below). Do not select a room number for the hearing location.

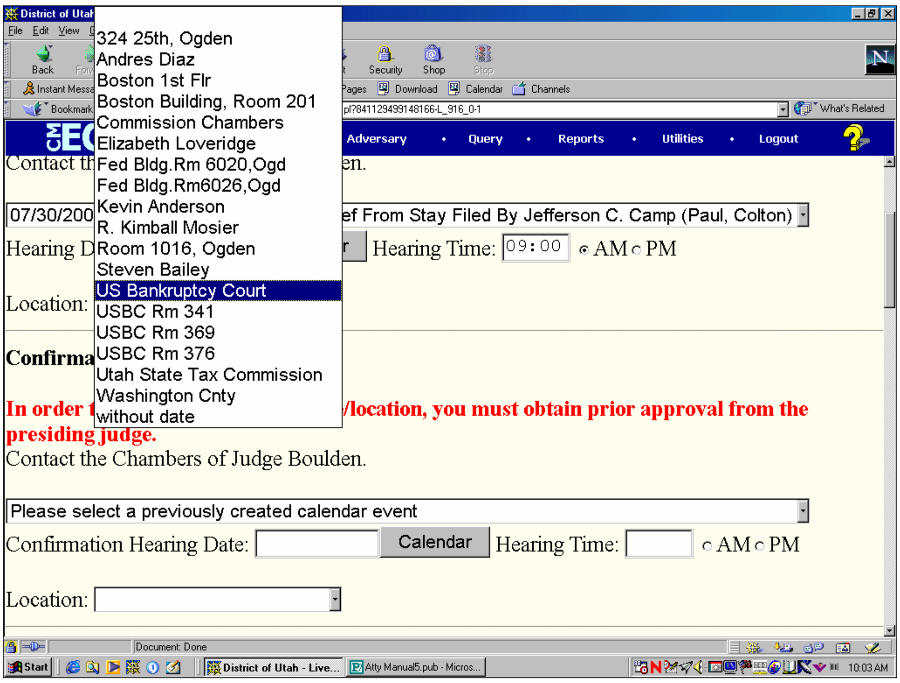


Figure 4

STEP 7 After entering the details on the hearing, scroll down to the bottom of the hearing screen where you will see all documents still pending in the case. Bypass the hearing information screens that do not apply to the motion you are filing. Click on the box that corresponds to the motion for which, you are noticing the hearing (see figure 5). Click on [Next]

STEP 8 Browse and attach your supporting documentation using the procedure outlined in section 2.6: Attaching a PDF Document.

STEP 9 **Verify** your final text and the **hearing date and time** that appears in the final text. If the date and time are not correct at this point. You **must** use the back button and **go back to the Hearing screen** to make any corrections. The motion on for hearing should also be verified for accuracy before filing the document with the court (see figure 6).

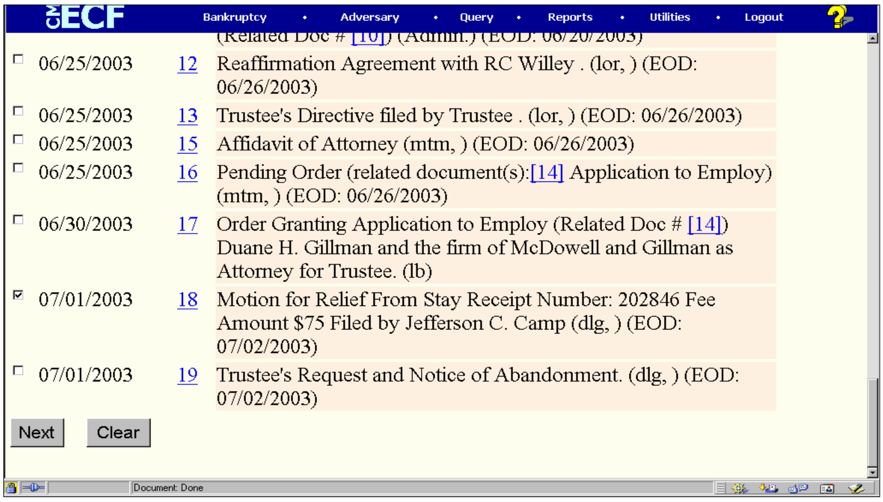


Figure 5

Verify, verify, verify. This cannot be stressed enough in this section. A mistake made here will directly effect the chambers' calendar.

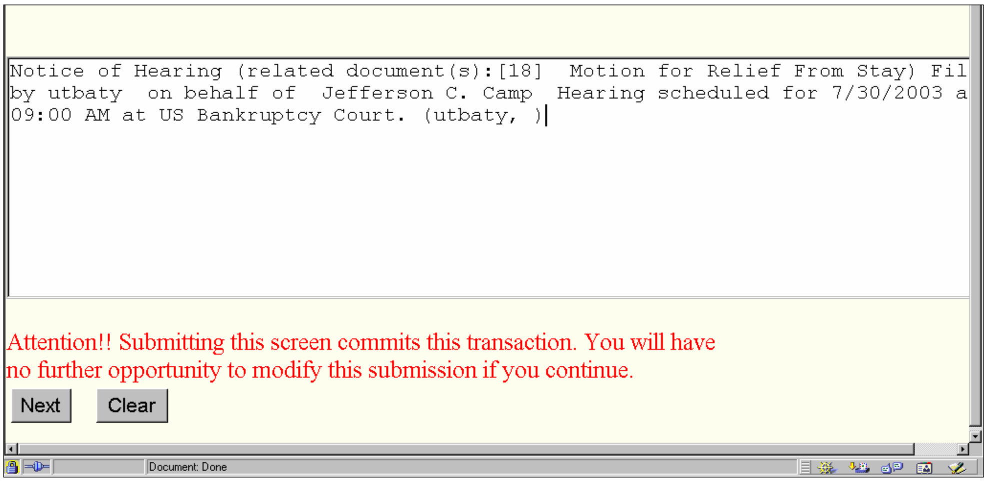


Figure 6

Notice of Hearing (Amended/Rescheduled)

If you need to file a Notice of Hearing (Amended/Rescheduled), when you do the referencing back to the document, you will need to reference the original motion, not the notice of hearing. All hearing events refer back to the original document that is the subject of the hearing.

5.15
Objections

You need to remember that with most objections, you will need to refer to the document that you are objecting to. The exception to this is an Objection to Confirmation of Plan, where there is not a linkage when referencing an existing document.

Found: Bankruptcy//Objection/Response

Reference:
- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**

STEP 1 At the Bankruptcy Events screen, click on the Objection/Response hyperlink. Select Reference an Existing Pleading.

STEP 2 Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.

STEP 3 Click on the drop-down menu and select the type of document that you are filing (see figure 1). Once you have selected your type, click on [Next].

STEP 4 Highlight the objecting/responding party and then click on [Next]. If the party is not listed on the case, you may need to click on the Add/Create New Party link. Refer to section 3 for selecting parties.

A screen may appear asking if an association between the party filer and the ECF user should be made. if the registered user logged in to the system is not counsel of record for the party filer you have selected. If you are the attorney representing the party, you may need to make the association. Click on the checkbox and then click on [Next].

STEP 5 Add your supporting documentation using the procedure in section 2.6 Attaching a PDF Document.

STEP 6 Reference your pleading to an existing document. Refer to section 2.8 Referencing an Existing Document for instructions if necessary.

STEP 7 Check the final docket text and make any necessary changes. This text will be displayed on the Notice of Electronic Filing and on the docket sheet.

Make sure that your entry is accurate up to this point. Make sure that the referenced documents are listed in the final docket text, **do not add them!** The system should have done that for you. If the referred to documents are not there, go back to the screen shown in figure 2. Place the checkmark in the refer to existing events box.

When you click on the [Next] button, this event will be sent to the court and you applied to the case.

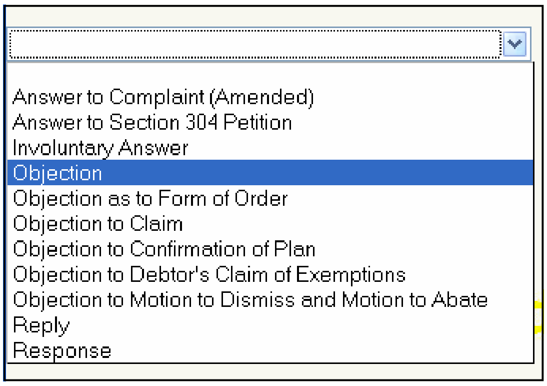


Figure 1

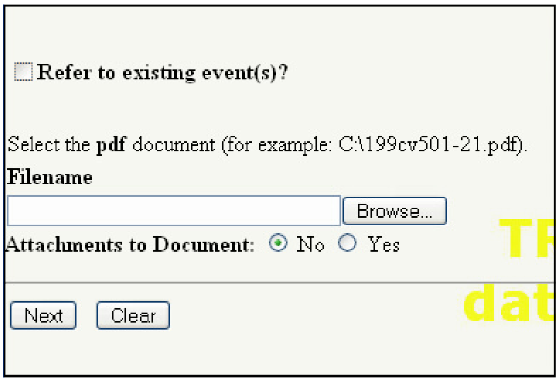


Figure 2

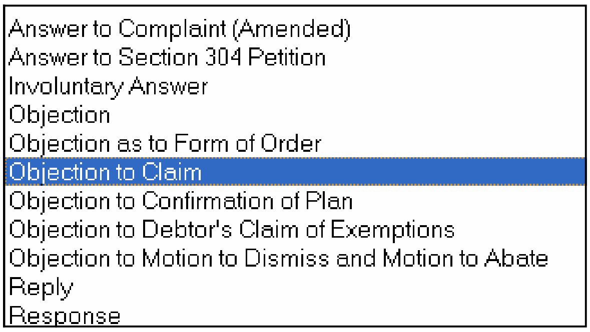


Figure 3

Objection to a Claim

To object to a claim, select the Objection to Claim (figure 3) event from the drop-down menu when selecting your type of objection (STEP 3). Then select the party filing the event (STEP 4).
You will then get the screen requesting the claim(s) being objected to (figure 4 below). Enter the claim number (no names). Separate multiple claim numbers with commas. Attach your document per section 2.6 (STEP 5).

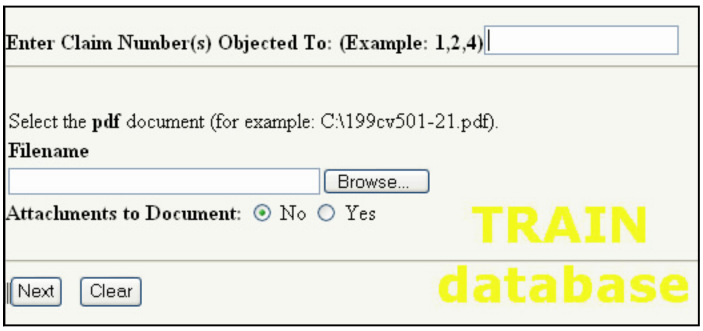


Figure 4

5.16

Proof of Claims

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Sometimes, the creditor filing a claim is already listed on the case. If the creditor cannot be located on the case, they will need to be added by court staff.

If not on the matrix, a creditor may be added to a case or a claim filed, by entering a Creditor Request for Notice. The user may attach the claim to the notice and the court will add the creditor and enter the claim or, the court will add the creditor on the notice, then later, the user is able to file the Proof of Claim electronically.

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 5.3 Amendments**
- **Section 6.3 Editing a Creditor Matrix/Amending a Matrix (No Fee)**
- **Section 6.4 Adding Creditors to an Existing Case**

STEP 1 Click on the File Claims hyperlink. You will get the creditor search screen (figure 1). Enter the case number.

STEP 2 Enter in the case number.

STEP 3 Enter in the name of the claimant from the Proof of Claim that you will be attaching. You may enter a portion of the creditor name. Figure 1 exhibits a search for First Mortgage by entering First Mort. Figure 2 shows the search effort resulted in two creditor matches beginning with First Mort at two different addresses. This field may also be left blank to return a complete list of all creditors on the matrix. **This is actually the court's preferred method for conducting your creditor search.**

STEP 4 You must select the creditor from the drop-down menu with the same address as the claim you are filing. Click on [Next] to continue.

If Creditor Not Listed

If the creditor on your claim is not on the matrix, you must submit a *Creditor Request for Notice* or *Amended Matrix* to the court and the creditor will be added by a clerk.

Creditor Address is Incorrect

If your creditor appears on the matrix, but the address is different than the address on your claim, you must edit an address so your claim is accurate and any notices can be properly sent. To edit an address you must exit from the *File a Claim* category and then follow the instructions in section 6.3 to edit your creditor's information. After you have updated the record for your client, you may return to the File Claims category and select the updated creditor record.

STEP 5 The filer enters the information describing the claim on the screen shown in figure 3.

- If this claim amends or duplicates a previous claim, indicate the number in the appropriate fields.

Figure 1

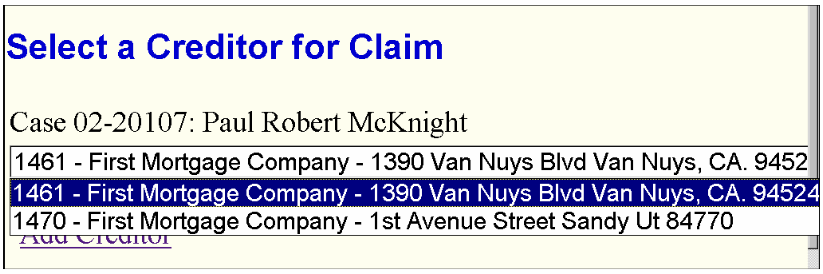


Figure 2

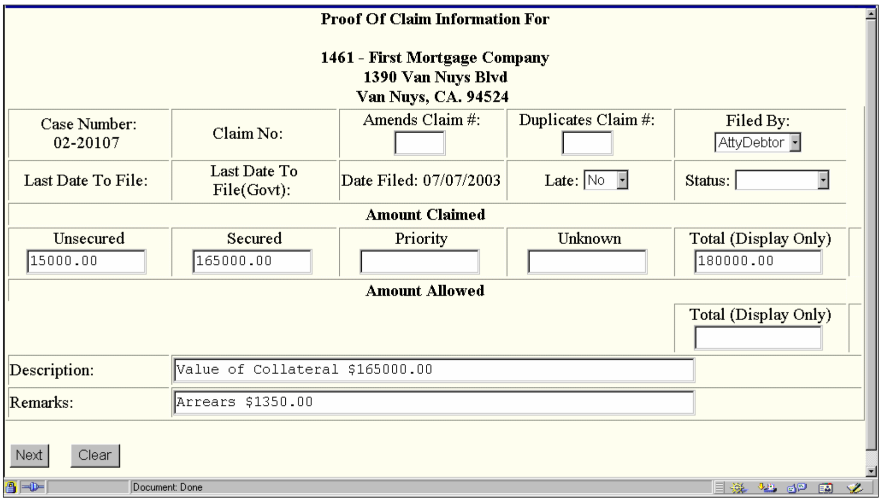


Figure 3

- The *Filed By* fields allow you to indicate attorney, creditor, debtor or trustee.
- Enter the data from the document in the appropriate *Amount Claimed* fields. Do not enter the "$" or commas in the dollar amount fields.
- Type additional information in the *Description* and *Remarks* fields, if necessary. If your claim has Arrears and/or a Value of Collateral, include this information on these lines.

When you have completed this screen, click on [Next] to continue filing a claim.

STEP 6 Add your supporting documentation using the procedure in section 2.6 for instructions

This is the last screen. Clicking on Next will give you the Electronic Notice of Claim, and you're your claim will be added to the claims register.

5.17 Proposed Orders/Pending Orders

The subject of orders, from time to time, causes some confusion, especially the concept of proposed v. pending. Attorneys propose orders, and those orders are uploaded into the system. Once they are uploaded to the ECF system, they are no longer proposed orders but become pending orders, awaiting action by chambers.

Electronic Orders Submitted through ECF

There are a couple things to remember about pending orders:

1. The first page is required to have a 2 1/2" margin at the top. This allows for the judge's electronic signature stamp to be placed on the order.
2. Because of the above electronic signature, the need for a signature block is gone. A signature block is not required.
3. Because there isn't a signature block, you will need to indicate that the document is complete. Indicate this by "End of Document" or "End of Order" — something to indicate to chambers the last page of the order.

With most of the filings done within the ECF system, if an item is not found under the adversary category, a bankruptcy event can be used, the adversary case number entered and the system will sort the entries accordingly. The exception to this rule is the orders upload feature. If you are going to upload an order to a bankruptcy case, you must use the Pending Order Upload under the Bankruptcy category. If you are going to upload an order to an adversary case, you must use the Order Upload for Adversary under the Adversary category.

Orders Submitted in Court

For orders submitted in court, include a signature block as you have always done. You still need to include the 2 1/2" margin at the top of an order presented in court, since all orders require the margin by local rule.

Certificate of Service

A certificate of service is still required on orders submitted after a hearing to give parties that were present an opportunity to object to the form of order.

Service List

Attach a list of names and addresses to receive a copy of the signed order.

Found: Bankruptcy/Pending Order Upload; Adversary/Order Upload for Adversary

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**

STEP 1 At the Bankruptcy Events screen, click on the Pending Order Upload hyperlink. Click on Upload Single.

STEP 2 Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.

STEP 3 Enter in the document number that this order is referencing. If you don't know the document number, leave the box blank and click on [Next].

STEP 4 Reference your order to the existing document. Refer to section 2.8 Referencing an Existing Document for instructions if necessary.

Be aware that <u>you can only link to one document</u>. If you filed a motion and an objection, and you are filling one order that relates to both, you can only link to one. The clerk's office will address all matters on the order.

STEP 5 You will need to select your order type from the drop down menu. Select the item that is closest to what you are filing. Use the Other type if nothing else is suitable.

STEP 6 If you selected either the Hearing Held or Hearing Scheduled events, you will need to enter the hearing date.

STEP 7 Add your supporting documentation using the procedure in section 2.6 Attaching a PDF Document.

STEP 8 When you click on the Next button, the order will be sent to chambers, and you will be sent to the final docket text. You will get two "Attention text screens" (figure 1 below). Understand that you will submit the order now, and then text to the docket after clicking on Next.

STEP 9 Check the final docket text and make any necessary changes. This text will be displayed on the Notice of Electronic Filing and on the docket sheet. Click on Next to Submit the final text to the docket.

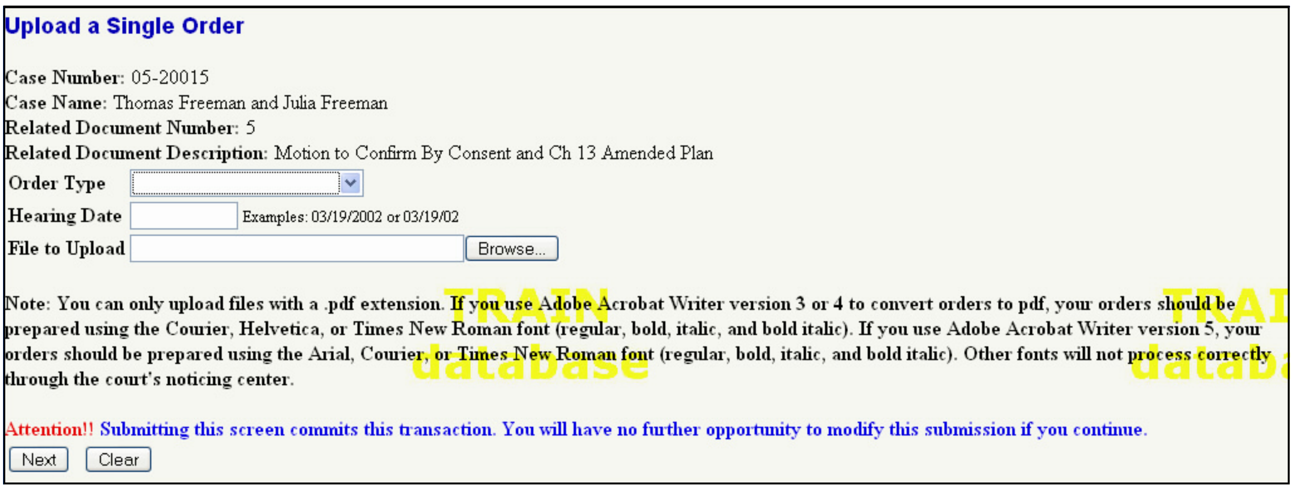


Figure 1

5.18 Shorten Time v. Expedite Hearing

This is a point that causes a lot of confusion: using a motion to shorten time verses a motion to expedite hearing.

You will us Motion to Shorten Time when you want to shorten the time, for example, for a deadline or objection period.

You will always use the Motion to Expedite Hearing if you want to shorten the time for a hearing.

Found: Bankruptcy//Motions/Applications

Reference:
- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 5.1 Motions**

5.19

Tax Documents

This event is a private event, similar to the Statement of Social Security. You will not be able to combine this filing with any other event.

Found: Bankruptcy/Other

Reference:

- **Section 2.6 Attaching a PDF Document**

STEP 1 Select the event Bankruptcy/Other. Enter the case number for the case using the YY-NNNNN format. Click on Next Select Tax Documents from the list of events. Click on Next.

STEP 2 Select the party filing this certificate (debtor). Click on Next.

STEP 3 Attach the PDF converted tax document. Click on Next.

STEP 4 You will need to enter the year for which the tax document applies. Click on Next.

STEP 5 This is the last screen prior to committing your filing to the court. Up to this point, you can use the back and forward button on your browser to review your filing and then make corrections or changes as needed. Remember that if you make changes to a page, you must use the next button on the pages to advance back to the submission screen since a change to one page will affect follow-on pages. If you are satisfied with your filing, click on Next.

You will get the Notice of Electronic filing. This screen informs you that a filing has been made to the case. Clicking on the case number will launch pacer and then the docket sheet. The bottom of the sheet informs me who will receive e-notification and who will have to be noticed the old fashion way, by mail.

5.20

Additional Docketing Tips

This section will aid an electronic filer with additional information on issues that we have experienced thus far and also describe the notices that a user may receive or see on the docket if an error is made.

There are two events that are currently being used by court staff to identify an entry that may be of concern and either make a note on the court record or send notification to the electronic filer regarding the possible error. The Clerk's Notice of Possible Error will produce an Electronic Notification.

Clerk's Notice of Possible Error:

- Used when the court is **seeking a response or action from filer** because the court cannot definitively identify the intent of the filer. Such as when image of pleading and docket entry do not match.

- The filer needs to take some action to clarify the filing by a withdrawal or amendment.

Clerk's Notice of Adjusted Entry:

- This notice will be used to make a notation or clarification on the docket sheet that an adjustment was made to an entry and describe what changes were made. You may want to review this section of the manual periodically to ensure the proper use and understanding of events and procedures. The court will update this section on the web-site as more issues arise.

- **New Cases:** Verify your information before submitting the new case to the court. Common mistakes made on new cases are: **name differs** on entry submitted from the petition image, **no alias** information entered in the system but appears on the petition and **incorrect chapter** entered.

- **Notice of Hearing:** When entering a Notice of Hearing, a room number will not appear in the location field.

- **Notice of Hearing (Amended/Rescheduled):** If you are amending or rescheduling a hearing, remember to use the event code Notice of Hearing (Amended/Rescheduled). Do not link the amended notice to the previous Notice of Hearing, link the new Notice of Hearing to the motion to which it relates.

- **Motion to Expedite Hearing vs. Shorten Time**: If you are requesting that a hearing be expedited use the event *Expedite Hearing* rather than *Shorten Time*. This will enable the court to enter the hearing date when the order is signed. The rule at the court is if you are shortening time for a hearing or make mention of a hearing in your motion, we use the Expedite Hearing event. Motion to Shorten or Extend Time may be used for other motions such as Extend Time to File Statements and Schedules.

- **Signature or /s/:** Make sure that you include the **/s/** to all areas where a signature would normally appear. This includes a certificate of service.

- **Motion to Withdraw Document vs. Notice of Withdrawal of Document:** If you elect to withdraw a previously filed document, you may file a Motion to Withdraw Document (found in the Motion/Application event category), a Withdrawal of Document w/image or a Withdrawal of Document without image (found in the Notice category). If it is your intent to motion the court to withdraw the document and subsequently file a pending order, you may do so under the Motion/Application category. However, if you simply want to withdraw your document you may do so by using the Withdrawal of Document under the Notice category. The system was modified to give you the option to withdraw your document without having to attach a pdf image.

- **Multiple Motions:** When filing multiple motions, consider whether you will need to select multiple events from a category rather than just enhance the final text. If you are filing a motion that requires a fee, you will need to select that event for the system to request payment for the event.

- **Enhancing Final Text:** You are able to enhance the final text on events to clarify a filing, add Ex Parte or *possibly* include additional events. Be aware that enhancing to add some events has a profound affect on your motion and can seriously affect your case. For example, if you are filing a *Motion to Dismiss Case* and enhance the final text by adding *or Motion to Convert,* because both of these motions change the case dramatically it is advisable to use two separate events. (See also Multiple Motions above).

- **Correct Event Code:** Be sure to select the correct event or call the court if you are unsure which event to use. Although, the use of some events is obvious, others have been modified to do some specific tasks. Some events were created to facilitate deadline reports, fee requirements, etc., such as Motion to Expedite Hearing vs Motion to Shorten Time. The Motion to Expedite Hearing event has the ability to enter the new hearing date built into the system.

- **Fee Events:** If you select an event that has a fee attached your account will be charged. Events with a fee (listed in section 1.3) will show (fee) next to the event.

- **Clerk's Notice of Fees Due:** If you receive a Clerk's Notice of Fees Due, an event requiring a fee may have been filed without proper payment attached. It is possible that the ECF user selected an incorrect event from the list or occasionally, a filer enhances an entry to add an additional event. To pay a fee on-line, select the Other category, then Electronically Paid Fee –xxxx. Where xxxx is the amount due on the clerk's notice.

- **Amended Schedules and Amended Matrix Fee Event.** Since the court does not charge a filer the fee twice if these events are filed together, a event was created so that your account will only be charged the one fee for both. If you select these events separately you will be charged a fee for each.

- **Confirm by Consent:** When filing a Motion to Confirm by Consent, be sure to enter the claims being objected to, if any. A screen will appear and request this information. Simply enter the claim numbers in the box provided, i.e.; 1,3,4.
- If you are filing a Chapter 13 Amended Plan at the same time as your motion, use the event *Confirm by Consent and Amended Chapter 13 Plan* from the Other category.

6.0 Creditor Maintenance

This section will cover the process of creating and uploading a mailing matrix for a new case. This section will also discuss how to add and edit creditors on an existing case.

The matrix is the only document in ECF prepared in a text based format.

1. Creating a Creditor Matrix
2. Uploading a Creditor Matrix
3. Editing a Creditor Matrix
4. Adding Creditors to an Existing Case
5. Domestic Support Matrix

6.1

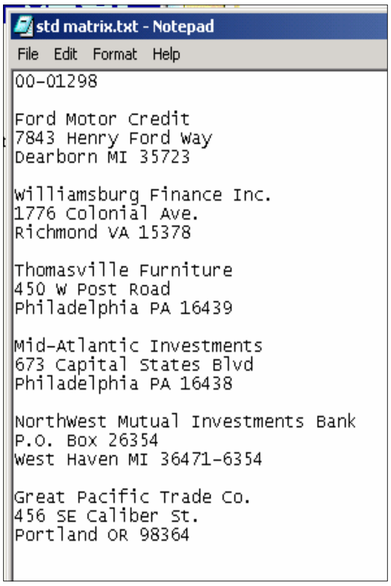
Creating a Creditor Matrix

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix MUST be in ASCII form, usually a .txt file, before it can be successfully uploaded.

Creditor Matrix Specifications:

- The case number MUST be the first line of the matrix, in standard (YY-NNNNN) format with the hyphen, and separated from the creditor list by a blank line.
- The name and addresses of each creditor must be five lines or less.
- Each line may contain no more than 40 characters, including blanks.
- Names and addresses should be left justified (flush against the left margin, no leading blanks).
- Account numbers or “attention” lines should be placed on the second line of the name/address.
- City, state and ZIP codes MUST be on the last line.
- Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by at least one blank line.
- Do not include page numbers, headers, footers, etc.

Do not include any special characters in your text document. Characters, such as # % & *, etc., are considered illegal and may cause the upload to fail.



std matrix.txt - Notepad

File Edit Format Help

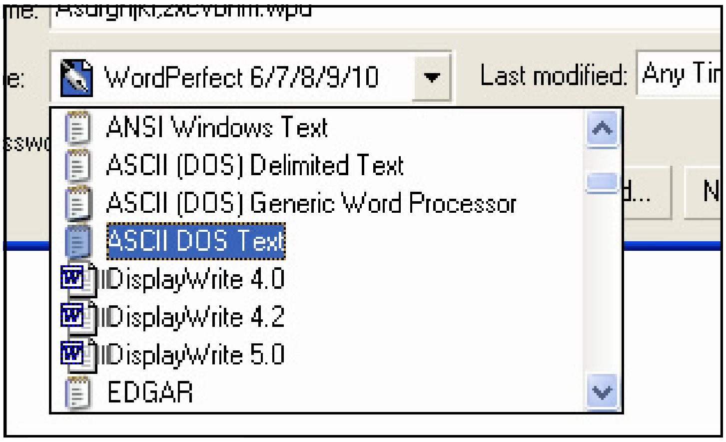
```
00-01298

Ford Motor Credit
7843 Henry Ford Way
Dearborn MI 35723

Williamsburg Finance Inc.
1776 Colonial Ave.
Richmond VA 15378

Thomasville Furniture
450 W Post Road
Philadelphia PA 16439

Mid-Atlantic Investments
673 Capital States Blvd
Philadelphia PA 16438

Northwest Mutual Investments Bank
P.O. Box 26354
West Haven MI 36471-6354

Great Pacific Trade Co.
456 SE Caliber St.
Portland OR 98364
```

A properly formatted matrix file.

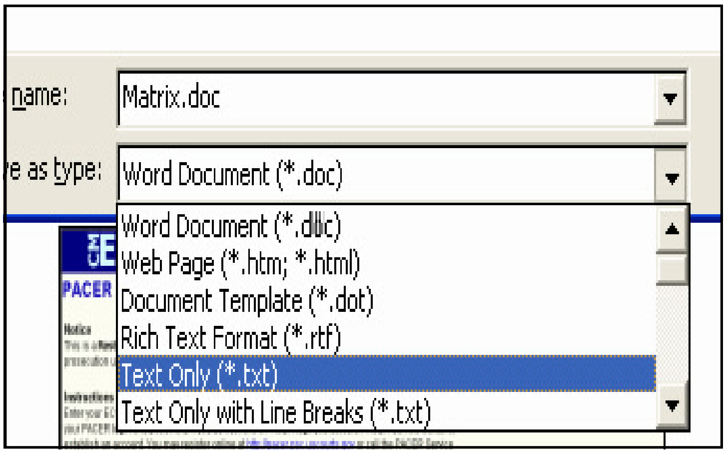
STEP 1 When creating your matrix file, be sure that the first line is the case number that this matrix is being filed to. If this number is wrong, you will get an error when uploading the matrix file to the ECF system. Next, each creditor should be separated from the case number and each other by a blank space. The creditors’ addresses are basically formatted for a mailing label.

After creating the creditors list in any word processing application (even Word Pad or Notepad, that comes with Windows) you will need to save it as an ASCII text file. Click on File on the Menu bar and then select Save (or Save as)

STEP 2 Enter the File Name then With the Save window up, select the **File Type** that you will be saving the file as. (See Figure 1). If you are using WordPerfect select ASCII DOS Text or for Word select the .txt option. Then click on the [Save] button to save the document in the proper format.



WordPerfect



Word

Figure 1

6.2

Uploading a Creditor Matrix

Once you have created the matrix file, you will need to upload the file to the ECF system.

Found: Bankruptcy/Creditor Maintenance/

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 5.1 Creating a Creditor Matrix File**

STEP 1 Click on the Bankruptcy link on the Main Menu bar. The Bankruptcy Events screen is displayed. Click on the Creditor Maintenance hyperlink and the Creditor Maintenance screen is displayed. Click on the Upload a creditor matrix hyperlink.

STEP 2 The Case Number screen appears. Enter the case number in the standard (YY-NNNNN) format, using the hyphen. Click on the [Next] button to continue.

STEP 3 Refer to section 1.6 if needed to attach your matrix file. **The main difference will be looking for a TXT file instead of a PDF file.** Once you have attached your txt file, click on the [Next] button.

STEP 4 The **Add Creditors** screen will appear next (see figure 1). If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click on the browser's back button and research the error. If the total number of creditors displayed is correct, click on the [Submit] button.

The Creditor Receipt screen displays. This screen is your receipt/confirmation that the creditor matrix has been uploaded successfully to the case.

If you receive an error message after submission, check the case and make sure all creditors were added. If all your creditors did not upload, contact the court.

You can click on the Return To Creditor Maintenance Menu and repeat steps 5 though 8 if you have additional matrixes to upload.

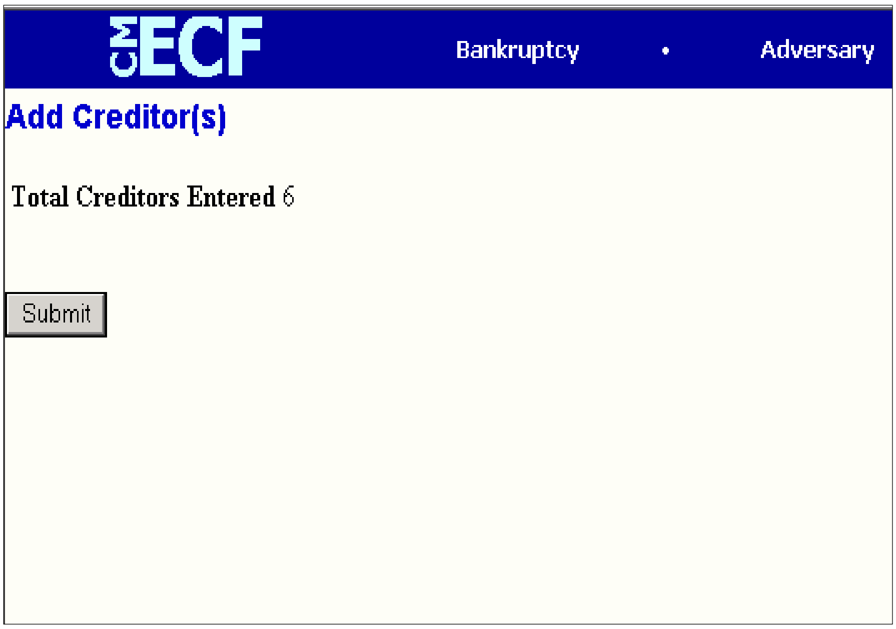

CM ECF
Bankruptcy
Adversary
Add Creditor(s)
Total Creditors Entered 6
Submit

Figure 1

6.3

Editing a Creditor Matrix / Amending a Matrix (No Fee)

If your creditor appears on the matrix, but the creditor address is incorrect, **you will need to edit the address.**

Currently, you are not allowed to add a new creditor to a case through the creditor maintenance event. You will need to file an Amended matrix and/or schedules to add a creditor to an already existing case.

Reference:

- **Section 5.14 Proof of Claim**
- **Section 6.4 Adding Creditors to an Existing Case**

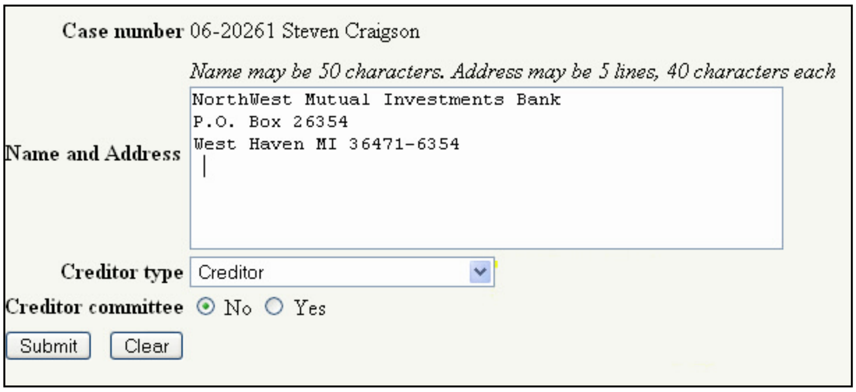
To Edit a Party Address:

STEP 1 Select the Creditor Maintenance category from the main Bankruptcy menu. Then select Edit Creditors.

STEP 2 Enter the case number and the party search criteria. You can enter in a whole name or the first two letters to return your desired creditor. You can also leave the Enter name of creditor field blank. This will bring up the complete list of creditors. When done with this screen, click on the Next button.

STEP 3 If you left the Enter name of creditor field blank, you will get a drop down field (Edit Creditor) with the entire creditor list available. Select your creditor from the list and click on next. If you entered something into the Enter name of creditor field, then you will get that creditor in the edit creditor drop down list. Click on next.

STEP 4 Edit the record as necessary and select [Submit] to submit changes.



6.4

Adding Creditors to an Existing Case

When adding creditors to an existing case, after the original matrix has been filed, the process will depend upon whether you are counsel for the debtor or creditor in the case.

If you are a debtor's counsel, to add a creditor, you will need to file an amended matrix. When filing an amended matrix, only include the new creditors, do not attach the original matrix with the new creditors. Just the new additions. Also, the traditional cover sheet available at the counter, does not need to be included electronically. You may include a certificate of mailing with the amended creditors, or use your own word processor version of the traditional cover sheet. Refer to section 5.3 for more information on amendments.

If you are counsel for the creditor in the case, you will need to file at least a Creditor's Request for Notice. The court will add the creditor and address shown in the Notice to the matrix for the case.

If the request to add a creditor is being filed in order to file a Proof of Claim for your client, it is acceptable to attach the claim when the browse screen appears, rather than a notice with the creditor's address. The clerk's office will add the creditor to the matrix and enter your claim for you. The claims docket will reflect the date the Creditor's Request for Notice was filed.

The creditor can be added a number of ways:

- Notice of Appearance of Counsel and Request for Notice
- Creditor Request for Notice
- Amended schedule (fee)
- Amended matrix (fee)
- Amended Matrix and Amended Schedules (fee)

Reference:

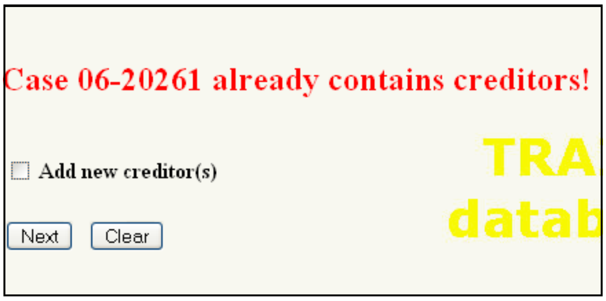
- **Section 5.3 Amendments**
- **Section 5.14 Proof of Claim**
- **Section 6.3 Editing a Creditor Matrix/Amending a Matrix (No Fee)**

You can use the above listed events to add creditors to a case. Even though the events may be different, the process for adding creditors are the same. We will jump into the section that where creditors are added to the case. For a complete overview of the process from start to finish, refer to Section 5.10 Notice of Appearance and Request for Notice.

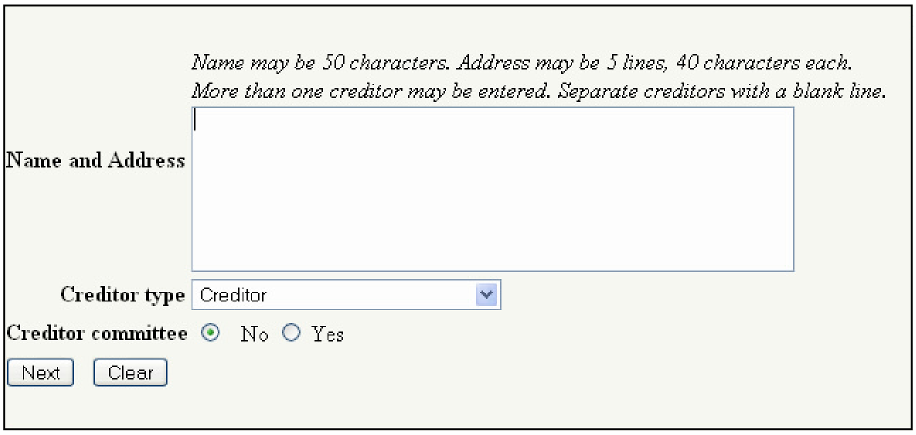
This is where you will an add your party to the matrix (see figure 1). To add a new creditor, place a checkmark in the add new creditor box. Click on Next.

Figure 1

At this point, you will be adding your creditor to the matrix.



Enter in the name and address for your creditor party. Use the enter key to insert a line break. You can add as many creditors as you want. Simply separate the creditors by an empty line. You can enter creditor information by performing a copy and paste function from word, WordPerfect, Open Office or other word processing applications. After entering your creditor information, click on the Next button.



6.5

Domestic Support Matrix

In accordance with the Reform Act, the Bankruptcy Court has created a new event to provide for the electronic filing of the domestic support matrix. ECF users will find the new event under the **Debtor Events** category and the **Other** category. The event is appropriately titled **Domestic Support Matrix**. The matrix is submitted as a PDF file.

Once received, the domestic creditors will be added to the case by court staff, during the quality control process.

The designation of Domestic Support Creditor has been added as a Creditor Type. As you can see from figure 1 below, the domestic support creditor is clearly identified on the Creditor report, under the Query menu option, as a (domestic) creditor.

A full report of designated Domestic Support Creditors, can be run by selecting the appropriate creditor type under either the Query or Reports menus (figure 2).

Found: Bankruptcy/Other

Reference:

-

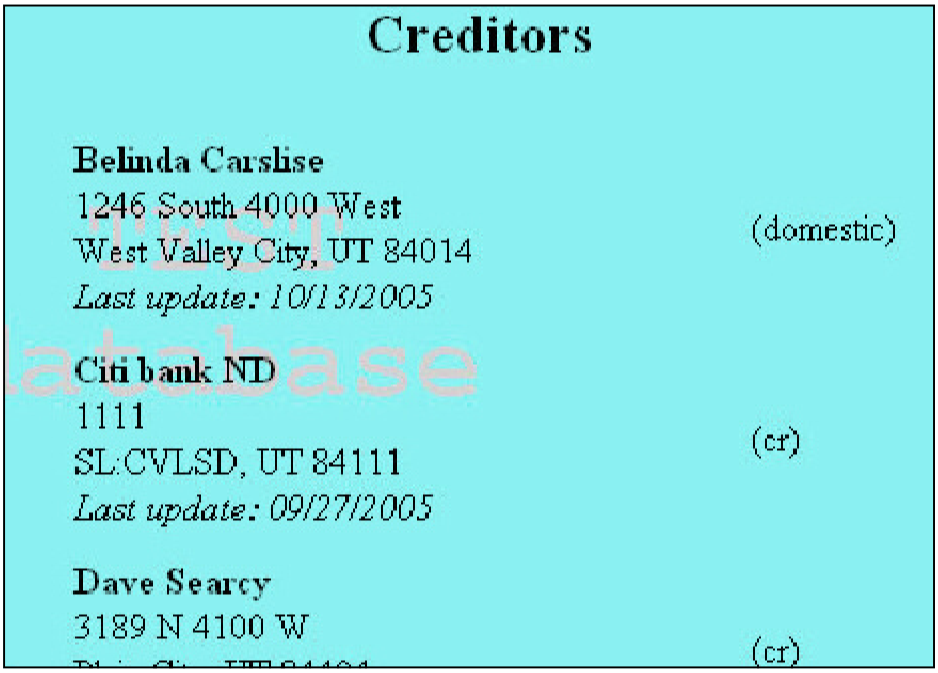


Figure 1

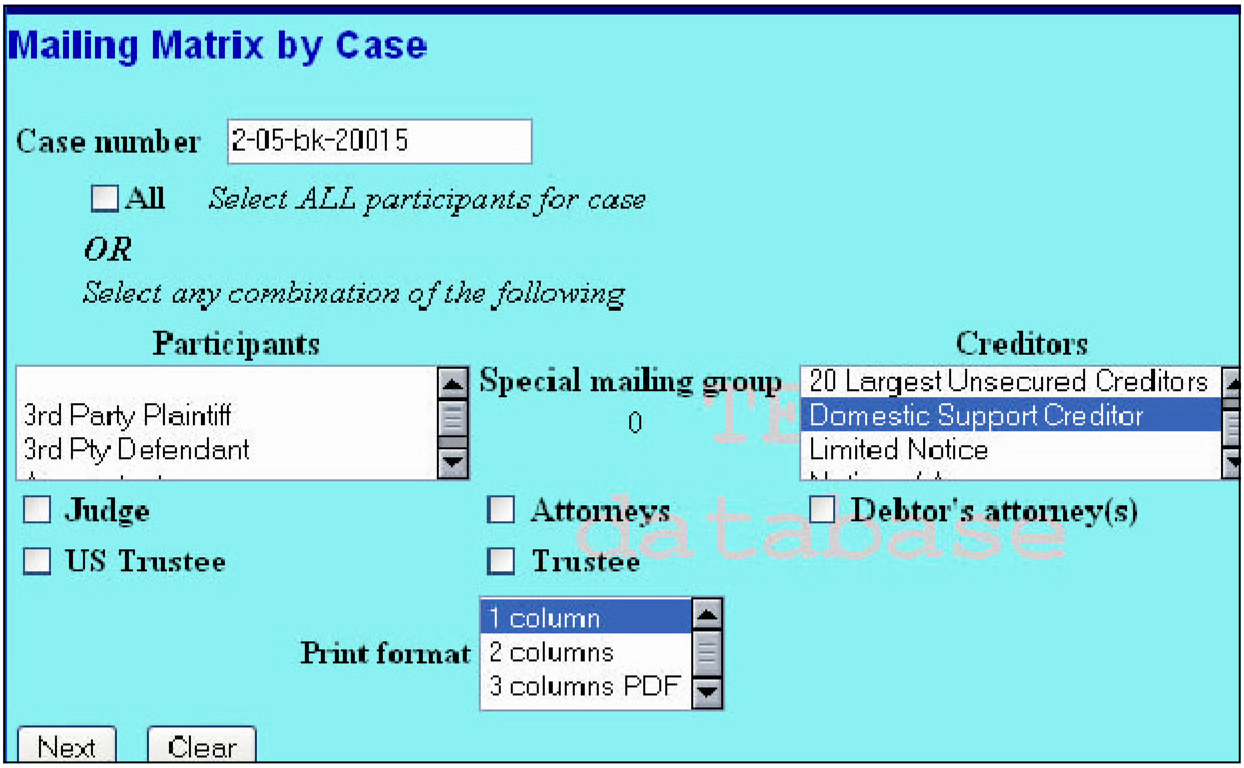

Mailing Matrix by Case
Case number
2-05-bk-20015
All
Select ALL participants for case
OR
Select any combination of the following
Participants
3rd Party Plaintiff
3rd Pty Defendant
Special mailing group
0
Creditors
20 Largest Unsecured Creditors
Domestic Support Creditor
Limited Notice
Judge
Attorneys
Debtor's attorney(s)
US Trustee
Trustee
Print format
1 column
2 columns
3 columns PDF
Next
Clear

Figure 2

7.0

Reports/Queries

Queries and Reports menu options are valuable tools used to obtain important information that will help you manage your cases.

This section will cover running the more common reports. You should explore the other options available to take full advantage of the reporting capabilities within CM/ECF.

Please note that to access either the Reports or Queries sections, you will need to login to the PACER system. You will be charged the going PACER rate. More information on cost and acquiring a PACER account can be obtained from the court's web site at www.utb.uscourts.gov

This chapter will cover:

1. Cases Report
2. Docket Reports
3. Queries

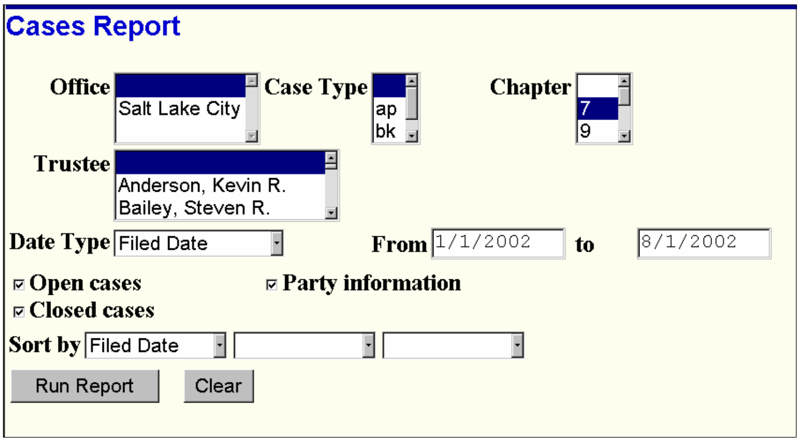
7.1

Cases Report

The cases report presents information from the court's database with a variety of selection criteria for case management and tracking.

STEP 1 Click on the Reports hyperlink on the blue bar. Click on the Cases hyperlink. This will bring up the PACER login. Enter your PACER login information and click on the [Login] button.

STEP 2 With the Cases Report screen up (below), select the fields that you want to use to generate your report. Click on the [Run Report] button to generate your case report.



Report Fields

- **Case Type**: ap—adversary proceeding or bk—bankruptcy. Default is **all** types.
- **Chapter**: 7, 9, 11, 12, 13 or 304. Default is **all** chapters.
- **Trustees**: Default is **all** trustees.
- **Date Type**: Filed, Entered, Discharged, Dismissed, Closed, Converted. Default is **Filed Date**.
- **From/to**: Enter a beginning and/or ending date. For a single day's activity, enter that date into both fields.
- **Open Cases**: show open cases. Default is **Open Cases**.
- **Closed Cases**: to include or exclude closed cases. Default is **no** closed cases.
- **Party Information**: check this box to show party name, address, SSN and Tax ID.
- **Sort by**: select up to three sorting orders—Filed Date, Entered Date, Case Number, Case Type, or Office. Default is **Filed Date**.

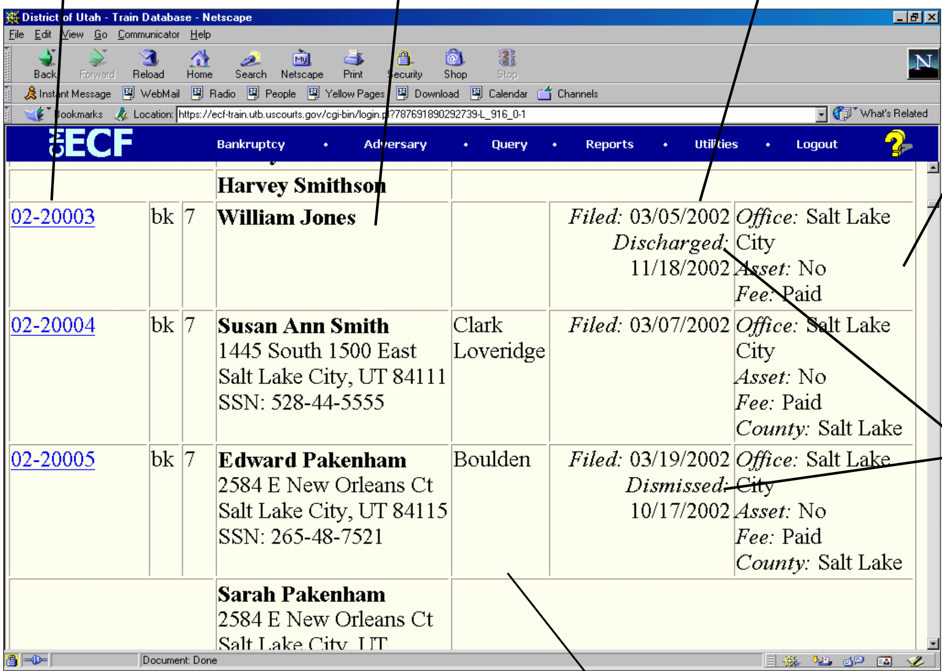
This is the Cases Report. The size of the report is based on the fields that you selected in STEP 2.

Case Number. Clicking on this link will generate a Docket Report.

Party Name. This shows party information (Party Information was checked on the fields screen).

Event dates

Other case information.



Notice the discharge and dismiss dates. Other information such as Converted and Closed etc. may also appear.

Judge and Trustee assigned to the case.

7.2

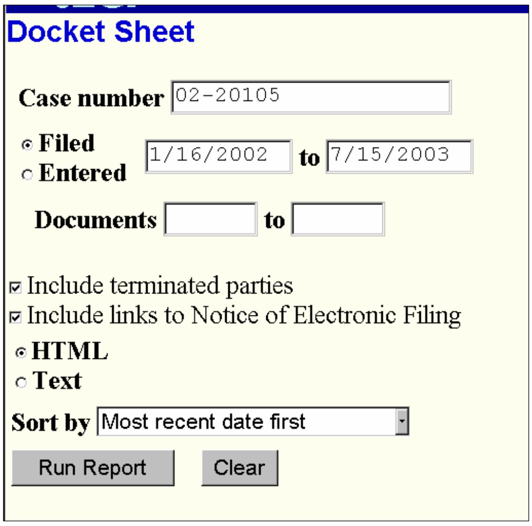
Docket Report

The Docket Report, also known as a Docket Sheet, lists all the events that occur to a particular case. From the ECF Docket Report, you can access the documents that created those events.

As with the Cases Report, the Docket Report is under the Reports hyperlink.

STEP 1 Click on the Reports hyperlink on the blue bar. Click on the Docket Reports hyperlink. Enter your PACER login information and click on the [Login] button.

STEP 2 With the Docket Report screen up (below), select the fields that you want to use to generate you report. Click on the [Run Report] button to generate your docket report.



Report Fields

Case Number: since you are looking at a specific case, you need to enter a case number (using the standard YY-NNNNN format). This is a required field.
Entered/Filed: To limit which entries are shown by date, select either “Entered” (when the entry was recorded by the court in CM/ECF) or Filed (when the document was filed). Enter the start and stop date in the format MM/DD/YY or MM/DD/YYYY.
Documents: limit entries by document number, enter the beginning and ending numbers.
Include terminated parties: include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.
Include links to Notice of Electronic Filing: Notice provided at the end of each docket entry.
Sort by: This selection allows you to sort the entries in the report by “oldest date first” or “Most recent date first”. This can also affect the number of pages and PACER charges if you are interested only in the most current activity.

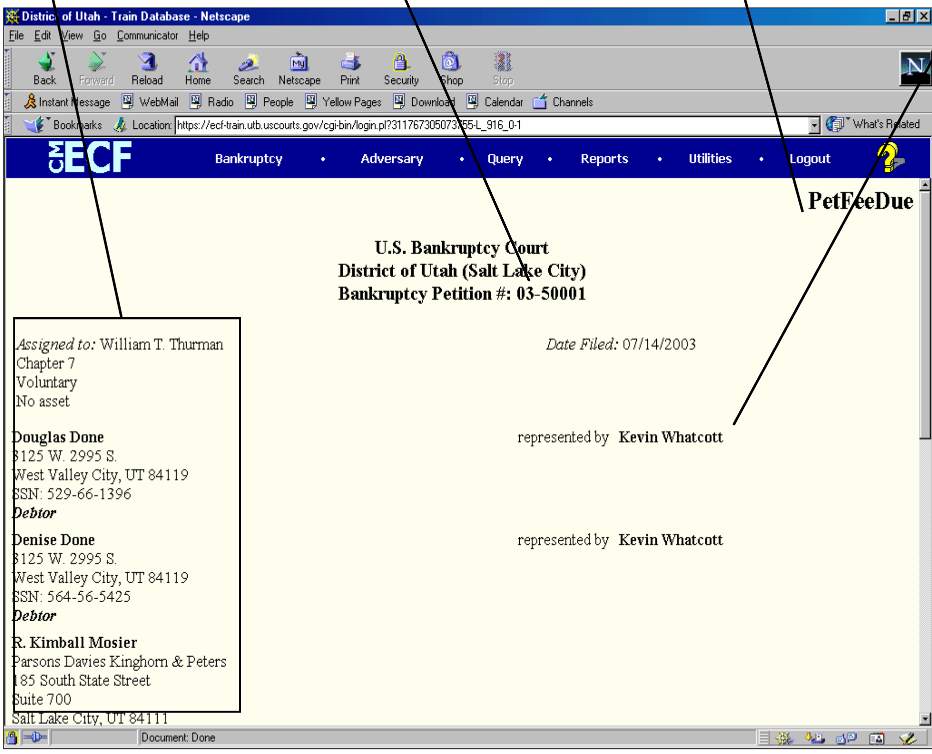
This is the Docket Report. The size of the report is based on the fields that you selected in STEP 2.

Basic case information: Chapter, Judge, Trustee, debtors

Case number

Case **flags** which could include dismissed, discharged, 727 objection to discharge, etc.

Counsel of record for party on left.



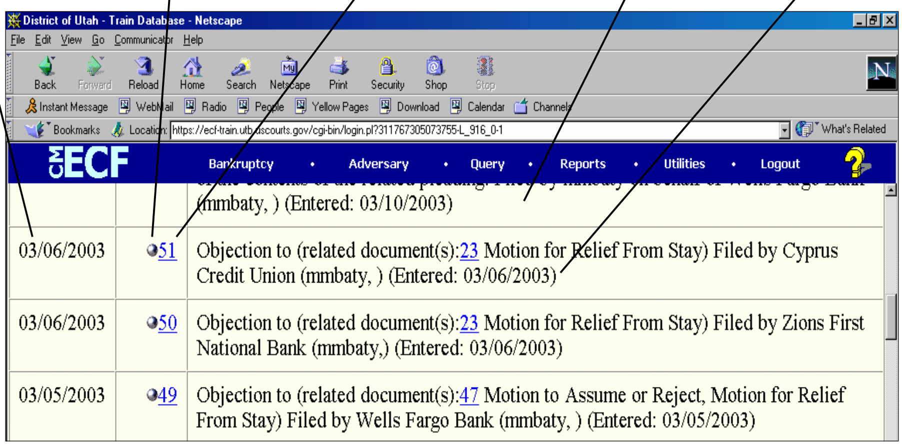
Date on Pleading.

Radio button will reproduce actual **Notice of Electronic Filing** displayed at the time the document was entered.

Document numbers assigned to document. If there is a hyperlink number, clicking on the number will bring up the document.

Date document was **entered** on docket sheet. Pleadings entered by court may be entered next day.

Docket Text.



7.3

Query

The query feature provides a number of options to query the District of Utah database for case information on a particular case including case number, associated adversary cases, attorneys, deadlines, docket report, etc. These query reports are printable.

STEP 1 Click on the Query hyperlink on the blue bar. Enter your PACER login information and click on the [Login] button.

STEP 2 With the Query Search screen up (see figure 1), enter your desired search information into the fields that you want to use to generate you query. Click on the [Run Query] button.

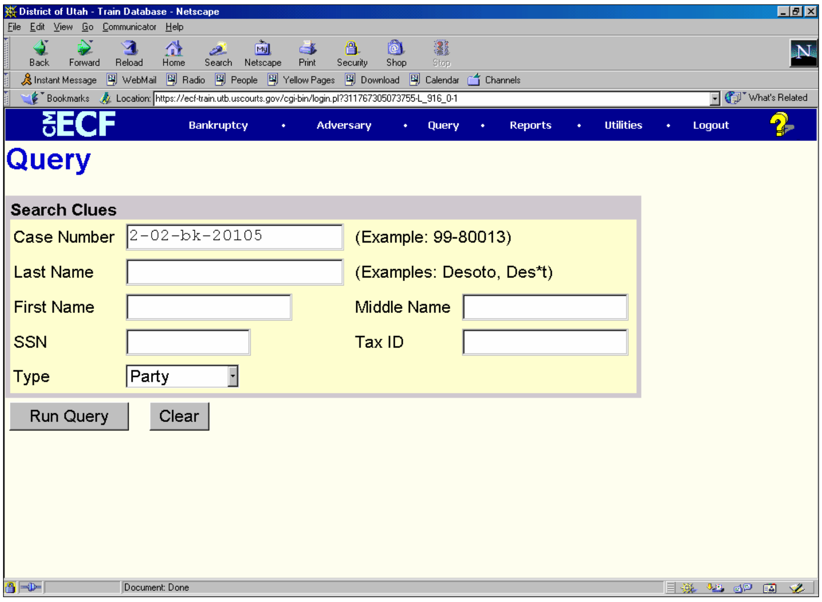


Figure 1

Query Events

Aliases
Lists all aliases for all parties related to the case.

Associated Cases
All cases associated with this case, usually Adversary cases.

Attorneys
All attorneys associated with this case.

Case Summary
Displays a summary of events for the case, including dates, flags, pending status, attorney.

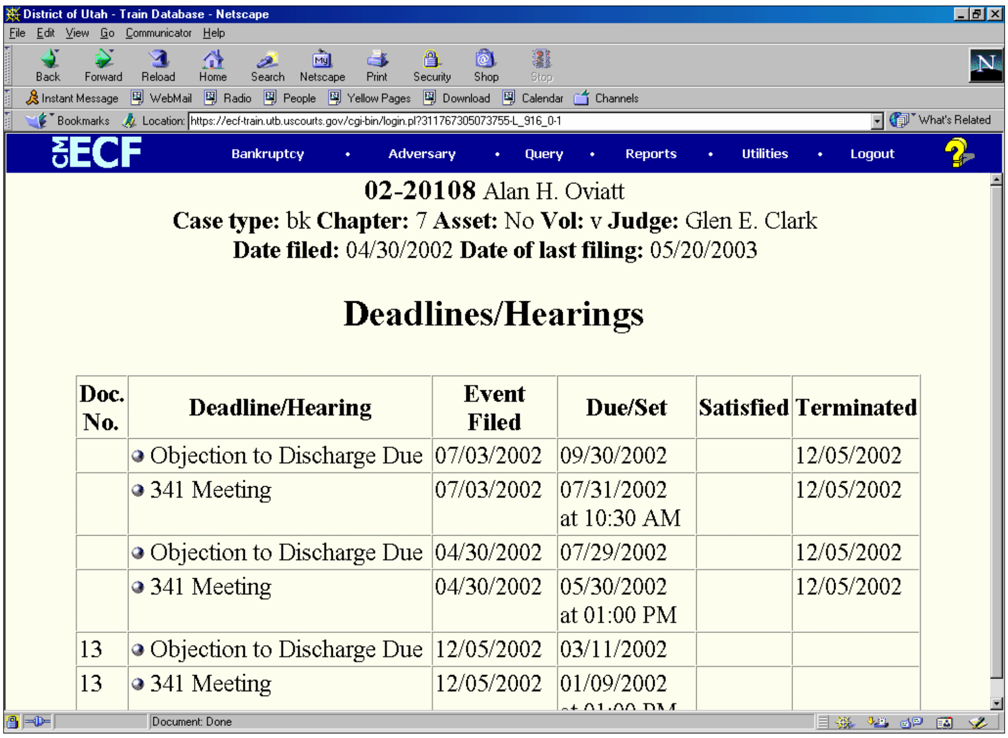
Creditors
A Creditor Type selection screen will be displayed, choose from: **Creditors, Administrative, 20 Largest Unsecured Creditors, Limited Notice**, and **Notice of Appearance**. Or you can select nothing and get the whole listing. For a Mailing matrix select Mailing Matrix by Case under Reports.

After running this Query, you will get a listing of **creditors** according to your selected creditor type.

Deadlines/Hearings
A Deadlines/Hearing sort query screen is displayed. You can sort by: **Document Number**, **Deadline/Hearing**, **Filed**, **Due/Set** (default), **Satisfied**, and **Terminated**, in three fields. The query will be performed on your first sort setting, and then by the next sort setting through the three sorts, if you set that many.

Click on the [Run Query] button to bring up the Deadlines and Hearings report (see figure 2).

Clicking on a “silver bullet” will bring up the Docket Information and Related Docket Entries screen.



02-20108 Alan H. Oviatt
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v **Judge:** Glen E. Clark
Date filed: 04/30/2002 **Date of last filing:** 05/20/2003

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
	Objection to Discharge Due	07/03/2002	09/30/2002		12/05/2002
	341 Meeting	07/03/2002	07/31/2002 at 10:30 AM		12/05/2002
	Objection to Discharge Due	04/30/2002	07/29/2002		12/05/2002
	341 Meeting	04/30/2002	05/30/2002 at 01:00 PM		12/05/2002
13	Objection to Discharge Due	12/05/2002	03/11/2002		
13	341 Meeting	12/05/2002	01/09/2002		

Figure 2

Section 7.3: Query

Docket Report
See section **6.2: Docket Reports**

Filers
Shows all the filers for this case. Clicking on a filer hyperlink will bring up a listing of all the documents filed by that filer. Clicking on a silver bullet will bring up the Docket Information and Related Docket Entries screen.

History/Documents
A search screen is displayed, allowing you to select All events (which is a history), or just events with documents. You also have the option of displaying docket text (a longer result page). You can sort by **Oldest date first** or **Most recent date first**.

Clicking the [Run Query] button will return the History/Document results page. If you accepted the default setting, you will get a case history with silver bullets. Clicking on a silver bullet will display the docket text for that filing. Clicking on a hyperlinked number will display the document for that event.

If you opted to display docket text on the search screen, the silver bullets will not be displayed on the results screen.

Notice of Bankruptcy Case Filing
This is a copy of the Electronic Notice of Case Filing, which was generated when the case was opened.

Parties
Displays all parties associated with the case, along with addresses and party roles, and who they are represented by.

Related Transactions
A query search screen allows you to search for related transactions by a **Filed** date range, **Documents** number range, **Document type** and **Document subtype** (motions, orders, pending, terminated). The query can be sorted by **Filed Date**, **Entered Date**, and **Document Number**.

Clicking on the [Run Query] button will return the related transactions report. This is a listing of transaction that relate or refer to each other, such as motions and objections to those motions.

Clicking on the silver bullet will display the Docket Information and Related Docket Entries screen.

Status
This will display all events that are awaiting an action. Clicking on the silver bullet will display the Docket Information and Related Docket Entries screen.

Trustee
Displays the trustee assigned to the case.

8.0

ECF Utilities

The Utilities menu option provides utilities to maintain accounts, update recipient email addresses, obtain internet payment information, make online payments and view recipient mailing lists by case. Users should review these reports periodically to fully utilize the system.

A Legal Research link is also provided for convenient Westlaw access and the Verify a Document option is under the Utilities menu to allow for document authentication.

This chapter will cover

1. Internet Payments Due
2. Internet Payment History
3. Maintaining ECF User Account
4. Transaction Log
5. Recipient Mailing List by Case
6. ECF Users Report

8.1

Internet Payments Due

All fees accrued for fee events within ECF, such as an amended matrix or a voluntary petition, those fees will be paid over the internet using a credit card. All payments are made to the U.S. Treasury and not directly to the court.

The court has allowed you as an ECF filer a 24-hour grace period in which to pay your fees on line. For every eight-hours that you do not pay your fees, you will receive an email reminding you that you need to pay your fees. At the end of the 24-hour period, your ECF account will be locked, and the only item that is accessible will be the Internet Payments Due hyperlink. Once the delinquent fees are paid, your ECF account will be unlocked and you can then use the system normally. With that said, the court does request that you pay all the accrued fees before the end of the day (midnight). That way, today's fees aren't carried over into tomorrow's books.

The following credit cards are accepted:

- Visa
- MasterCard
- Discover
- American Express
- Diner's Club

Browser Limitation

There is a browser limitation for using Pay.gov (the Internet payment system). You must be using Internet Explorer 5.5 or higher, or Netscape 7.x and higher.

Pop-Up Blockers

The fee payment window shows up as a pop-up window. You must set the ECF site as a safe site for your browsers. This is done differently depending on the browser you are using. Most browsers will block the pop-ups by default, and will notify you when an ad (pop-up) has been blocked. You will need to experiment with your browser to determine how to configure your browser.

If you are using a firewall and that firewall has a pop-up blocker feature active, again, look at whatever documentation that came with your firewall to allow the ECF system to present pop-up windows.

Reference:

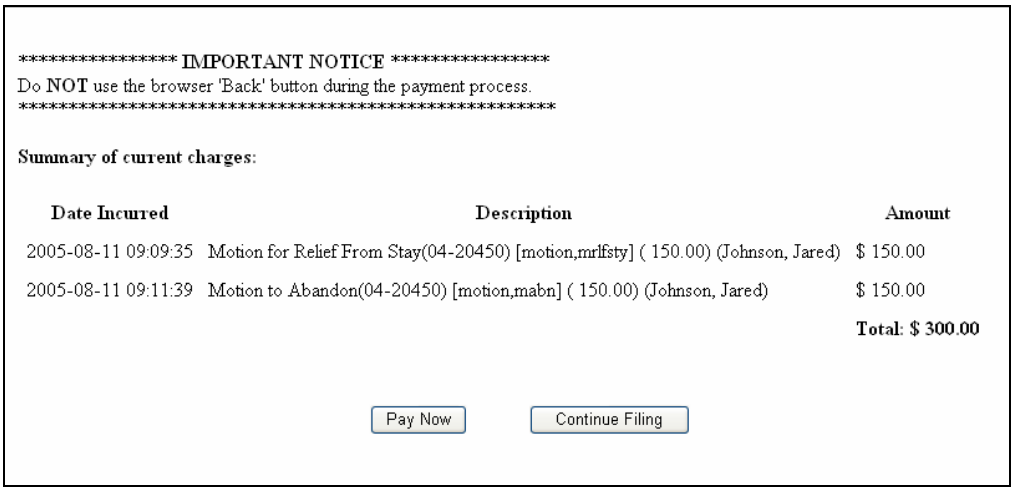
- **Section 8.2 Internet Payment History**

Upon successful submission of a docket entry requiring a filing fee payment, such as a new case, amended schedules or a motion for relief, the filer will be offered the option to pay the filing fee at that point or continue filing documents and pay a short time later. Figure 1 demonstrates the screen that will appear when fees are due.

Select [Pay Now] or [Continue Filing].

Pay Now

- If you select [Pay Now], the screen in Figure 2 will appear.
- Enter your credit card information and click on [Continue].
- You will get a Payment Summary and Authorization screen (figure 3). Place a checkmark in the authorization box. If you want an email to receive a confirmation receipt, enter your email address. Click on [Make Payment] when you are done.



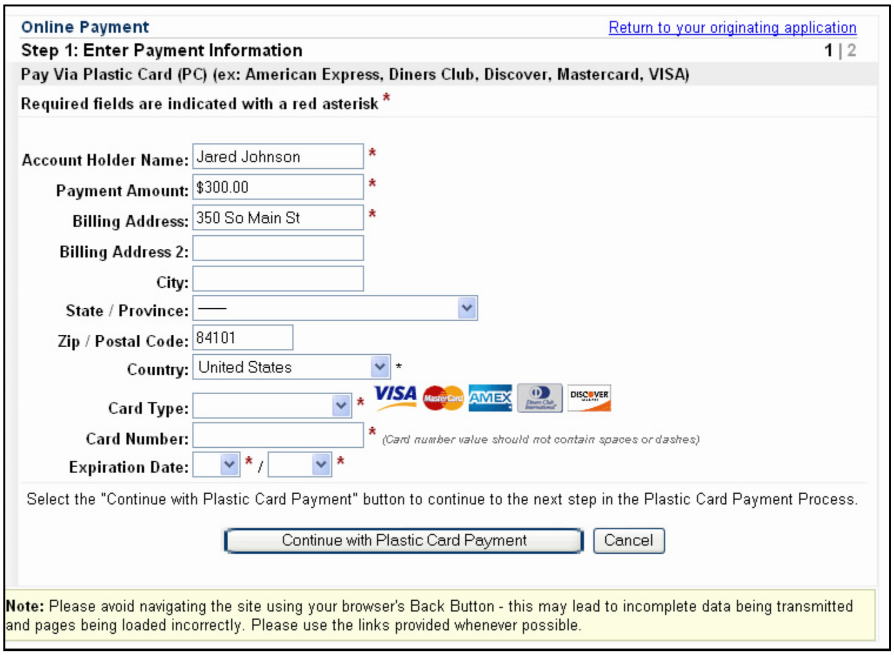
**************** IMPORTANT NOTICE ****************
Do NOT use the browser 'Back' button during the payment process.
****

Summary of current charges:

Date Incurred	Description	Amount
2005-08-11 09:09:35	Motion for Relief From Stay(04-20450) [motion,mrlfsty] (150.00) (Johnson, Jared)	$ 150.00
2005-08-11 09:11:39	Motion to Abandon(04-20450) [motion,mabn] (150.00) (Johnson, Jared)	$ 150.00
		Total: $ 300.00

Pay Now | Continue Filing

Figure 1



Online Payment — Return to your originating application

Step 1: Enter Payment Information — 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

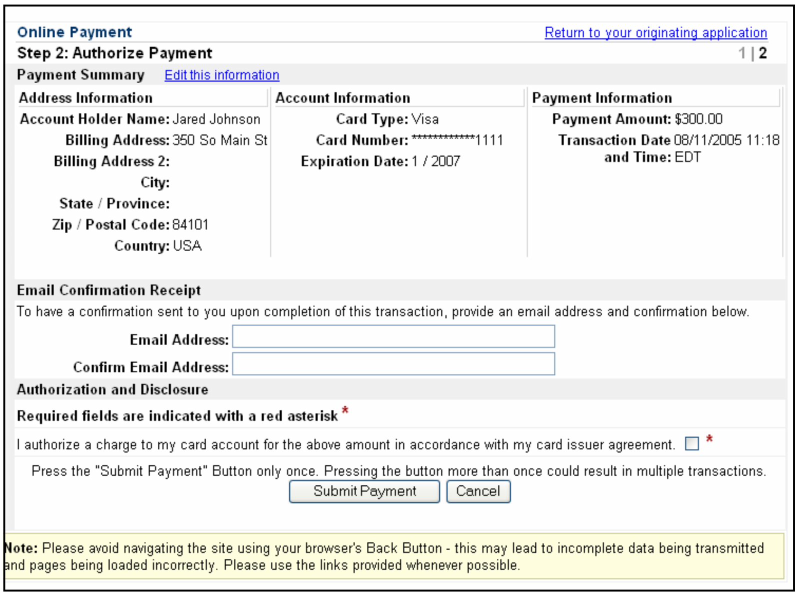
Account Holder Name: Jared Johnson *
Payment Amount: $300.00 *
Billing Address: 350 So Main St *
Billing Address 2:
City:
State / Province: ——
Zip / Postal Code: 84101
Country: United States *
Card Type: * VISA MasterCard AMEX Diners Club DISCOVER
Card Number: * (Card number value should not contain spaces or dashes)
Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment | Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 2



Online Payment — Return to your originating application

Step 2: Authorize Payment — 1 | 2

Payment Summary — Edit this information

Address Information	Account Information	Payment Information
Account Holder Name: Jared Johnson	Card Type: Visa	Payment Amount: $300.00
Billing Address: 350 So Main St	Card Number: ************1111	Transaction Date and Time: 08/11/2005 11:18 EDT
Billing Address 2:	Expiration Date: 1 / 2007	
City:		
State / Province:		
Zip / Postal Code: 84101		
Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Confirm Email Address:

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment | Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 3

Section 8.1: Internet Credit Card Processing (Internet Payments Due)

Confirmation screen that payment has been received.

Continue Filing

- If you select [Continue Filing], the screen in Figure 1 will continue to appear upon completion of every docket entry, including those that do not require a fee, until the fees have been paid.
- The screen that appears will continue to accrue charges in all cases as seen in Figure 4.

Authorization Failure or Denial

- Users will be allowed three attempts to pay before receiving a failed transaction notice.
- The on-line payment program includes address verification. The address of the registered user will be verified against the address of the card holder. If they do not match you may receive a failure notice.
- If a failure notice is displayed, users should first contact the credit card service center to verify credit limits, payments or address information.

Users are strongly encouraged to pay fees by the end of the day the fee event was filed*. If fee events are entered and not paid on Friday, a lockout will occur over the weekend.*

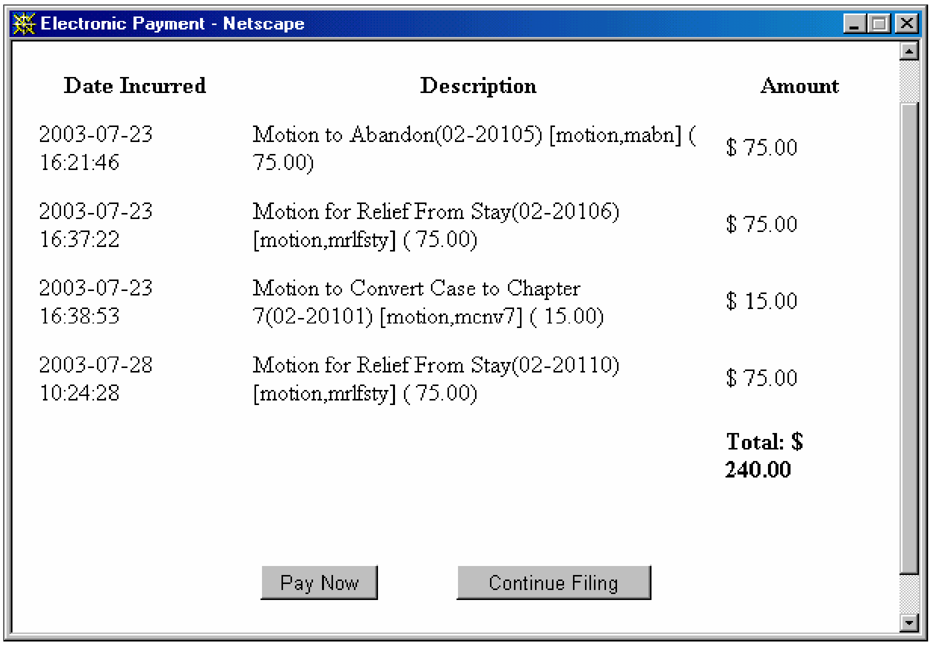


Figure 4

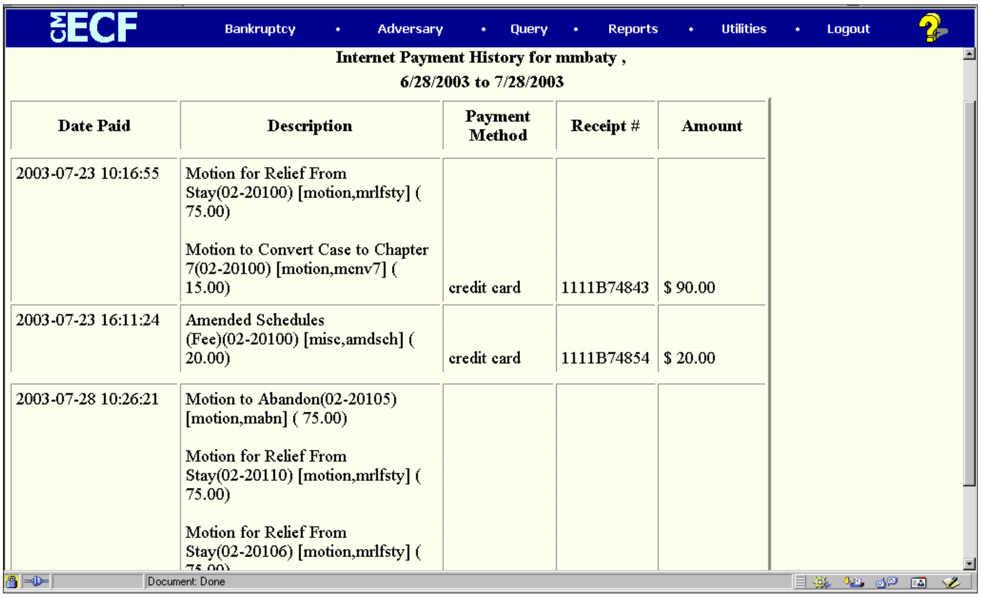
8.2

Internet Payment History

Figure 1 below is an example of the Internet Payment History report. The report will display a full accounting of online payments for the user according to the dates you specify. The default setting for the report is one month from the date that you open the history window.

Reference:

- **Section 7.1 Internet Credit Card Processing (Internet Payments Due)**



Internet Payment History for mmbaty ,
6/28/2003 to 7/28/2003

Date Paid	Description	Payment Method	Receipt #	Amount
2003-07-23 10:16:55	Motion for Relief From Stay(02-20100) [motion,mrlfsty] (75.00) Motion to Convert Case to Chapter 7(02-20100) [motion,mcnv7] (15.00)	credit card	1111B74843	$ 90.00
2003-07-23 16:11:24	Amended Schedules (Fee)(02-20100) [misc,amdsch] (20.00)	credit card	1111B74854	$ 20.00
2003-07-28 10:26:21	Motion to Abandon(02-20105) [motion,mabn] (75.00) Motion for Relief From Stay(02-20110) [motion,mrlfsty] (75.00) Motion for Relief From Stay(02-20106) [motion,mrlfsty] (75.00)			

Figure 1

8.3

Maintain ECF User Account

As a registered user, you will be given access to maintain your own account information through Maintain Your ECF Account. Using this option, users can update their name, mailing and e-mail addresses, phone and fax numbers, and passwords. Users can then control the accuracy of their own information in a timely manner. The user account will need to be updated as changes occur, such as change of address, change of email provider, and when the need to change your password occurs.

Changing of password will need to occur if your feel the password security has been compromised or when an employee with access to your account, leaves your employ.

STEP 1 Click on the Utilities hyperlink on the blue bar. Click on the Maintain your ECF Account.

STEP 2Your user account information will be displayed (see figure 1). Any correction made to the user information on this page can affect all your cases (see submitting changes on next page).

Change Email

STEP 1 Click on the [Email Information] button to access your email information. Change your primary address in the Primary e-mail address.

STEP 2 Add additional email addresses

STEP 3 You can also receive notices for other cases that you are not involved in by adding case numbers to the text area labeled “Send notices in these additional cases”. Click the [Return to Account screen] when finished with email settings.

More User Information (change password)

STEP 1 Click on the [More user information] button to change your password. The only thing that can be changed on this screen in the password.

STEP 2 Highlight the current password in the text box.

STEP 3 Change the password. It is recommended that you use a combinations of letters and numbers/symbols to create your password. This will make it harder for someone to randomly discover your password. Click the [Return to Account screen] when finished with changing your password.

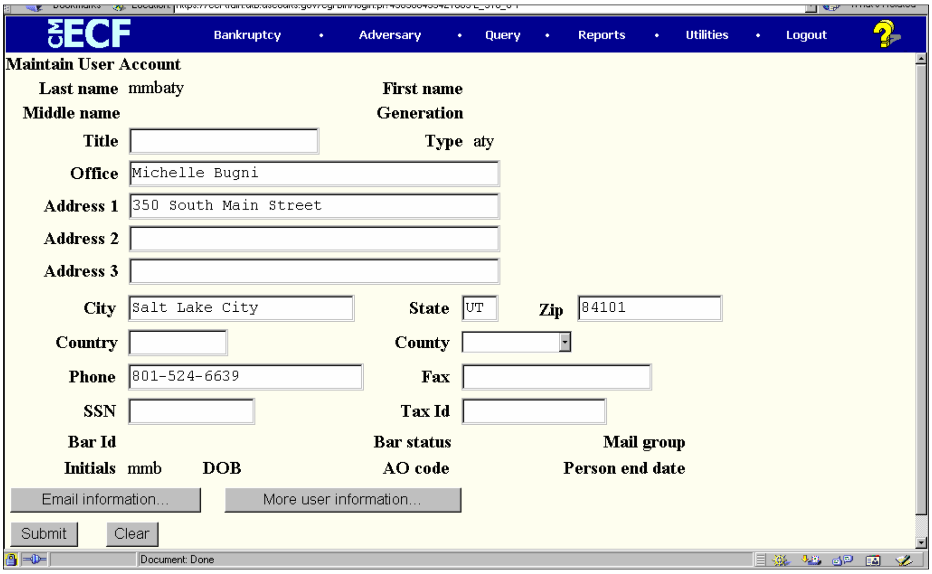


Figure 1

Submitting changes

STEP 3 Once you are finished with changing/managing your account information, click on the [Submit] button.

STEP 4 A screen will appear requesting that you select the cases to be updated (see figure 2). Leave the default Update All highlighted and click on Submit your changes.

A Change Confirmation screen will display informing you that your account and associated cases have been updated.

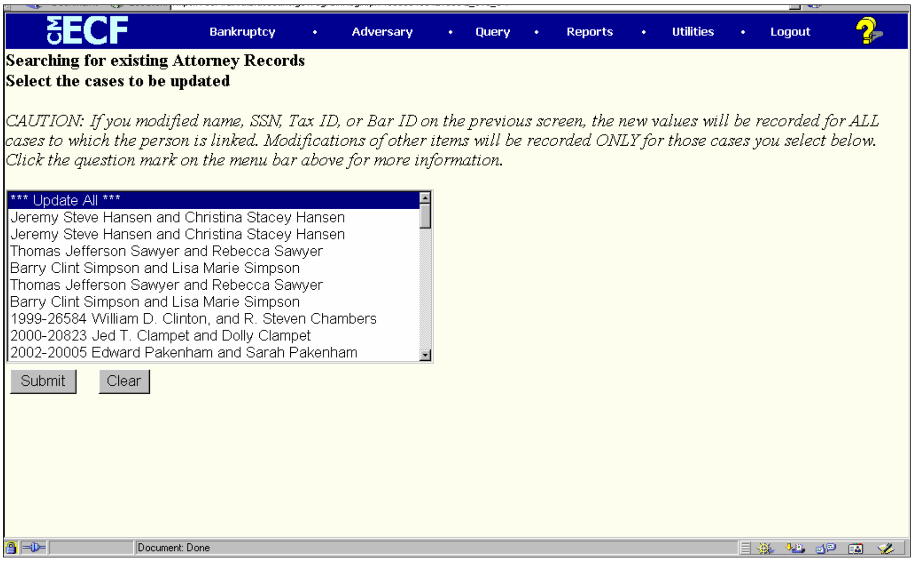


Figure 2

8.4

Transaction Log

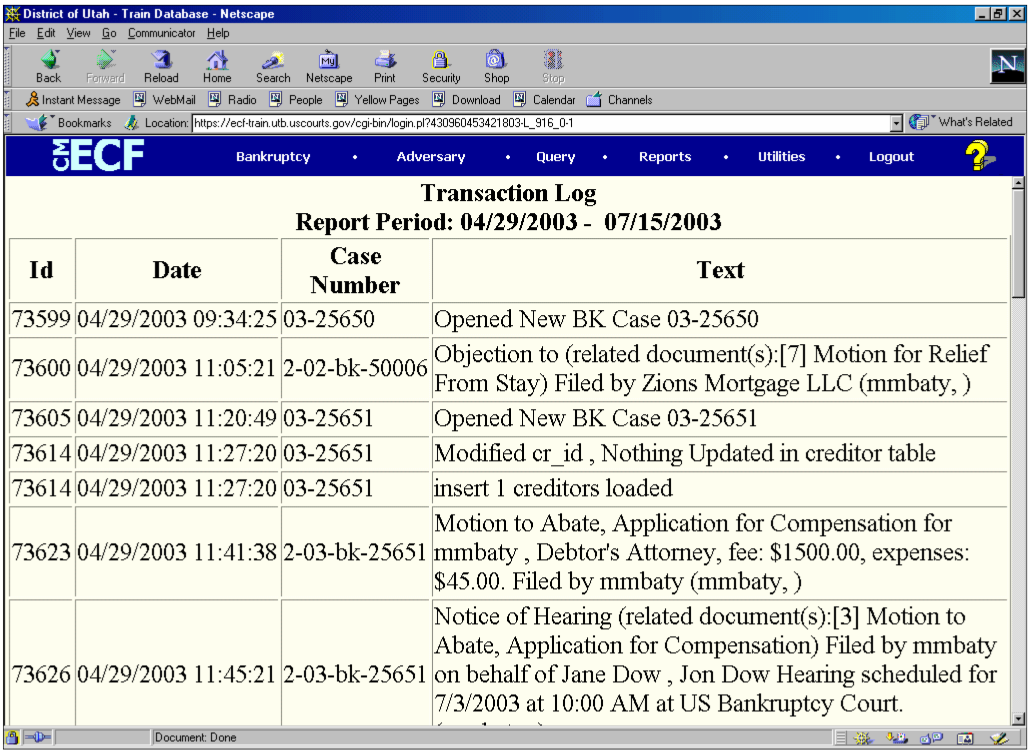
The Transaction Log is a record of all transactions that have occurred on the account currently logged in.. If there are multiple accounts in your office, you would view them separately. This could be a useful tool for tracking activity within your office on a particular account or employee.

The transaction log is queried by date, allowing you to select the date range.

STEP 1 Click on the Utilities hyperlink on the blue bar. Click on the View your Transaction Log.

STEP 2 Enter start and end dates in MM/DD/YYYY format, or accept the default dates. Click the [Submit] button.

STEP 3 The Transaction Log is displayed (see figure 1). The log displays a transaction ID number, Dates of the transactions, case numbers of the cases the account has been involved in, and a brief text of actions performed.



Transaction Log
Report Period: 04/29/2003 - 07/15/2003

Id	Date	Case Number	Text
73599	04/29/2003 09:34:25	03-25650	Opened New BK Case 03-25650
73600	04/29/2003 11:05:21	2-02-bk-50006	Objection to (related document(s):[7] Motion for Relief From Stay) Filed by Zions Mortgage LLC (mmbaty,)
73605	04/29/2003 11:20:49	03-25651	Opened New BK Case 03-25651
73614	04/29/2003 11:27:20	03-25651	Modified cr_id , Nothing Updated in creditor table
73614	04/29/2003 11:27:20	03-25651	insert 1 creditors loaded
73623	04/29/2003 11:41:38	2-03-bk-25651	Motion to Abate, Application for Compensation for mmbaty , Debtor's Attorney, fee: $1500.00, expenses: $45.00. Filed by mmbaty (mmbaty,)
73626	04/29/2003 11:45:21	2-03-bk-25651	Notice of Hearing (related document(s):[3] Motion to Abate, Application for Compensation) Filed by mmbaty on behalf of Jane Dow , Jon Dow Hearing scheduled for 7/3/2003 at 10:00 AM at US Bankruptcy Court.

Figure 1

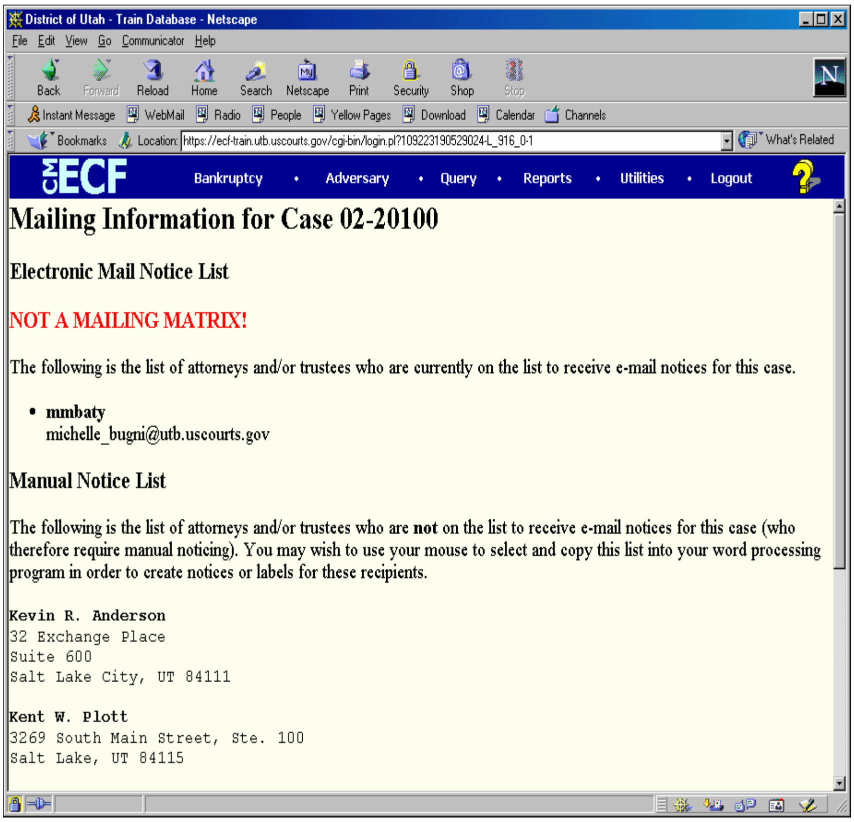
8.5

Recipient Mailing List

The **Mailings** option under the Utilities menu selection will provide a list of electronic and manual recipients for a case. This information can be used to create a certificate of service and allow the user to indicate the method in which service was provided to parties.

The notice to parties is created and converted to PDF before you actually file it electronically. By utilizing the Mailings option you can enter the case number and see what parties will require a manual notice and what parties will receive the electronic notification and include this information on the service list.

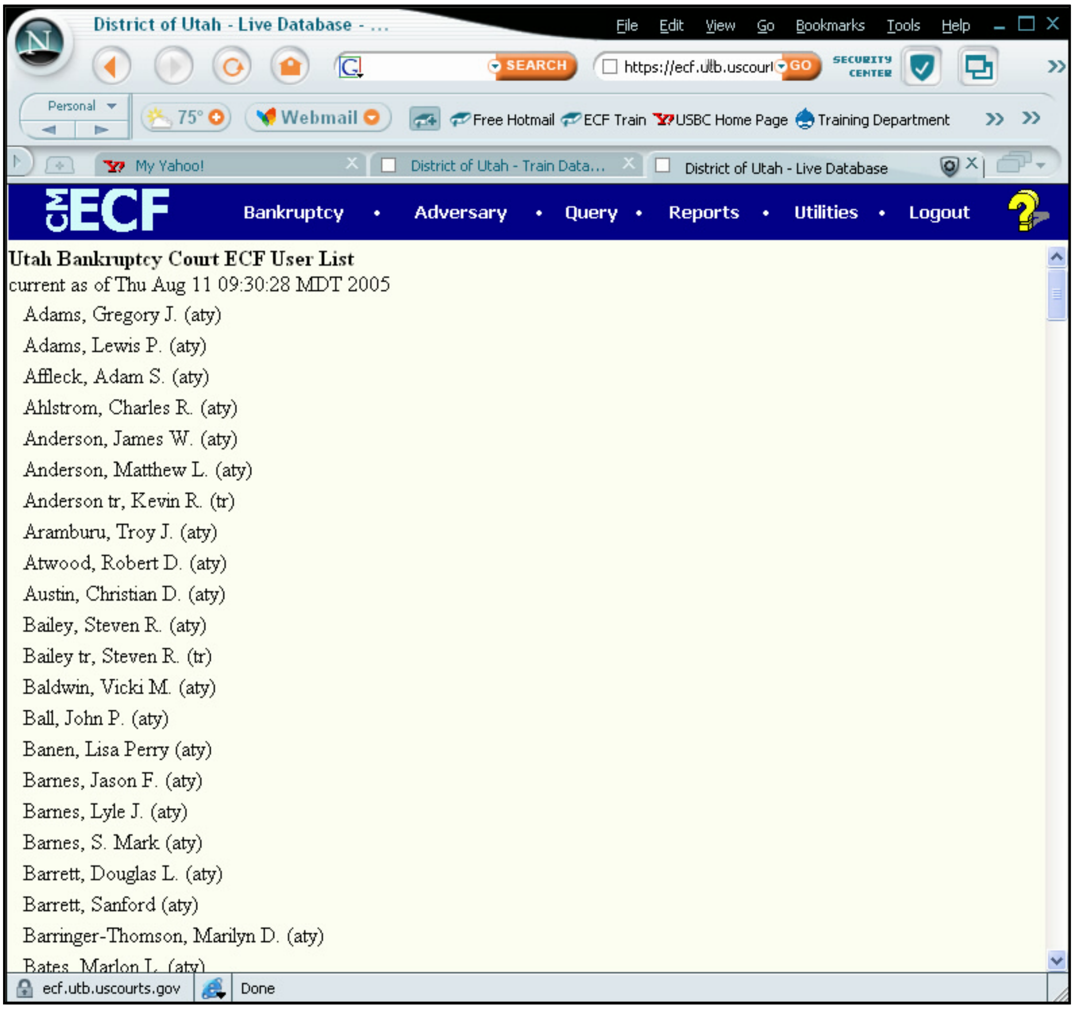
Shortcut: Copy (Ctrl c) and Paste (Ctrl v) directly from the list to the pleading you are preparing.
Type **(Received Electronically)** by the names listed to received electronic notification.



8.6

ECF Users Report

This simple report will display all registered ECF users within the system. This users are attorneys and trustees. The list is show alphabetically.



9.0.0 Trustee Events

This section will cover a number of basic trustee events within ECF. The prior sections where the building blocks that will allow you to docket this events.

The topics here are an example of the docketing that you will perform. There are three different docketing types that you will perform: a standard attach PDF document filing; referring to an existing document filing; and a filing which requires scheduling.

These filings are similar to all filings in ECF. Once you see how to perform these basic procedures, you will be able to perform the majority of docketing in ECF.

This chapter will cover:

- Chapter 13 Trustee's Motion to Dismiss (Non-payment)
- Recommendation for Dismissal
- Trustee's Withdrawal of Document
- Notice of Filing of Trustee's Final Report and Account Before Distribution
- Multi-case Filings
- Trustee's 341 Filings

9.1.1
Chapter 13 Trustee's
Motion to Dismiss (Non-payment)

The Motion to Dismiss is a good example of the majority of the docketing events that you will perform. The steps here are simply selecting a party and attaching a PDF document.

Found: Bankruptcy//Trustee/U.S. Trustee

Reference:
- **Section 2.6 Attaching a PDF Document**
- **Section 5.1 Motions**

It is assumed that you have already entered your case number and are at the screen displaying the Trustee's Events (see figure 1).

STEP 1 Select Trustee's Motion to Dismiss from the Trustee's Event screen.

STEP 2 The Party Select screen will follow. Select the party that you are filing for (if you are filing as the trustee, select the trustee). Click on the [Next] button.

STEP 3 Attach your PDF document using the procedure in section **3.6: Attaching a PDF Document.** Click on [Next].

STEP 4 Enter any changes that you want to make to the final text. This is the text that will be shown on the Docket Report and on the Notice of Electronic Filing.

NOTE: Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and applied to the case.

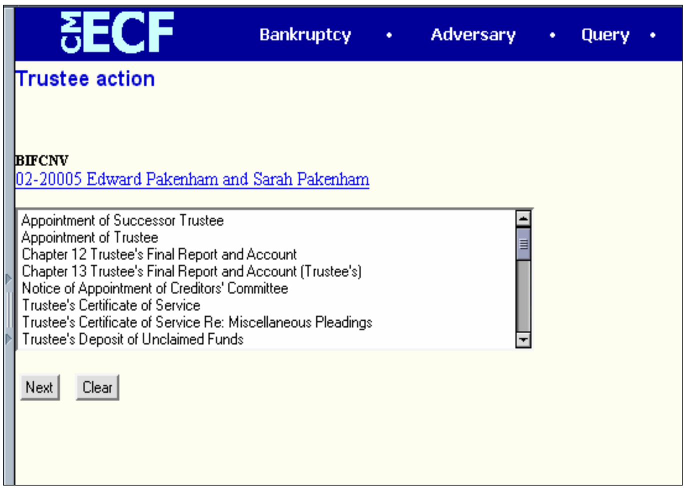

CM ECF
Bankruptcy • Adversary • Query •
Trustee action
BIFCNV
02-20005 Edward Pakenham and Sarah Pakenham
Appointment of Successor Trustee
Appointment of Trustee
Chapter 12 Trustee's Final Report and Account
Chapter 13 Trustee's Final Report and Account (Trustee's)
Notice of Appointment of Creditors' Committee
Trustee's Certificate of Service
Trustee's Certificate of Service Re: Miscellaneous Pleadings
Trustee's Deposit of Unclaimed Funds
Next
Clear

Figure 1

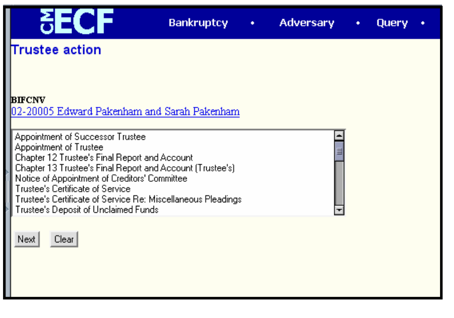
9.1.2

Recommendation for Dismissal / Trustees 341 Minute Entry to Dismiss

The Recommendation for Dismissal is an example of a docketing event that will set a schedule effect in the case.

The main addition to section 4.1, is the referencing of an existing document

Figure 1



It is assumed that you have already entered your case number and are at the screen displaying the Trustee's Events (see figure 1).

STEP 1 Select Trustee's Recommendation for Dismissal from the Trustee's Event screen.

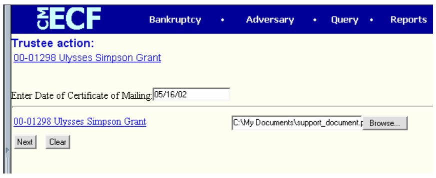
STEP 2 The Party Select screen will follow. Select the party that you are filing for (if you are filing as the trustee, select the trustee). Click on the [Next] button.

STEP 3 You will get a combination screen which will ask you for a Date of Certificate of Mailing. Enter the date in MM/DD/YY format.

Attach your PDF document using the procedure in section **3.6: Attaching a PDF Document.** Click on [Next].

STEP 4 Enter any changes that you want to make to the final text. This is the text that will be shown on the Docket Report and on the Notice of Electronic Filing.

NOTE: Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and applied to the case.



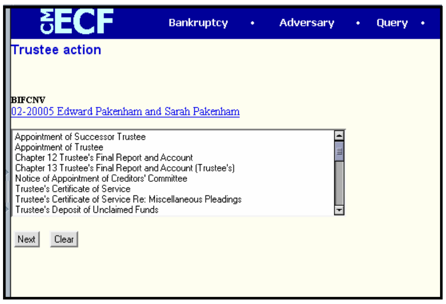
9.1.3

Trustee Withdrawal of Document

The Withdrawal of Document is an example of a docketing event that references an existing document.

The main addition to section 4.1, is the referencing of an existing document

Figure 1



It is assumed that you have already entered your case number and are at the screen displaying the Trustee's Events (see figure 1).

STEP 1 Select Trustee's Withdrawal of Document from the Trustee's Event screen.

STEP 2 The Party Select screen will follow. Select the party that you are filing for (if you are filing as the trustee, select the trustee). Click on the [Next] button.

STEP 3 You will get a combination screen which will ask you if this filing references an existing document. If it does, Follow the procedures in section **3.13: Objection to Motion/Referencing an Existing Document**.

Attach your PDF document using the procedure in section **3.6: Attaching a PDF Document.** Click on [Next].

STEP 4 Enter any changes that you want to make to the final text. This is the text that will be shown on the Docket Report and on the Notice of Electronic Filing.

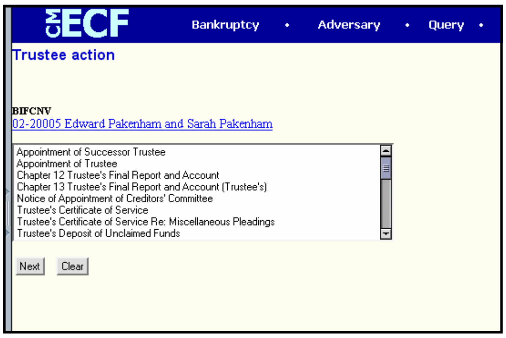
NOTE: Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and applied to the case.

9.1.4

Notice of Filing of Trustee’s Final Report and Account before Distribution

The Notice of Filing of Trustee’s Final Report and Account Before Distribution enables you to set a hearing date or objection deadline for the Trustee’s Final Report and Account.

Figure 1



It is assumed that you have already entered your case number and are at the screen displaying the Trustee's Events (see figure 1).

STEP 1 Select Notice of Filing of Trustee's Final Report and Account Before Distribution from the Trustee's Event screen.

STEP 2 The Party Select screen will follow. Select the party that you are filing for (if you are filing as the trustee, select the trustee). Click on the [Next] button.

STEP 3 You will get a combination screen which will ask you to set a hearing date (figure 2). If your notice does not set a hearing, ignore this portion of the screen.

If you need to set a date, contact the court to get the date, time and location of the hearing.

Attach your PDF document using the procedure in section **3.6: Attaching a PDF Document.** Click on [Next].

STEP 4 Enter any changes that you want to make to the final text. This is the text that will be shown on the Docket Report and on the Notice of Electronic Filing.

NOTE: Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and you applied to the case.

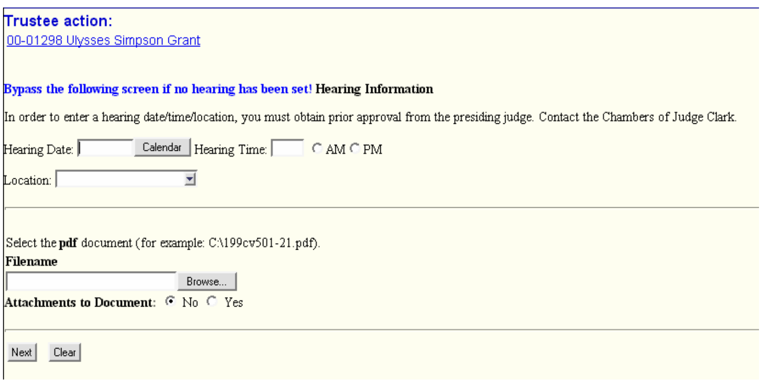


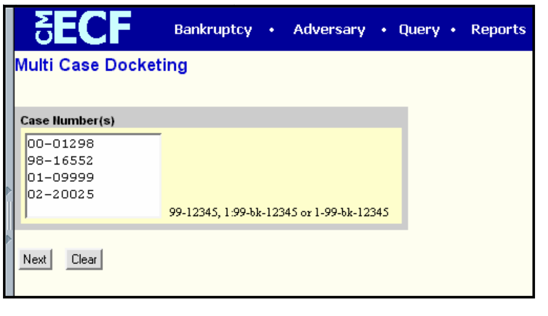
Figure 2

9.1.5
Multi-Case Docketing

The multi-case docketing function allows you to apply either a boilerplate docket text to a group of cases or to file a single document to a group of cases.

You can create your list of case numbers using a word processor, and then perform a Copy and Paste function to place the numbers in the case number box within ECF.

Figure 1



STEP 1 Click on the Multi-Case Docketing link under the Bankruptcy link. This will bring up the case number box (figure 1). You can enter multiple case numbers into the box.

If any of the numbers are invalid, you will get a general error message. You will then need to look at each individual case number to ensure that the case numbers are correct. A space before a case number makes the number invalid.

When you have finished entering the case numbers, click on [Next].

STEP 2 Select the type of filing that you are performing — either a *Chapter 13 Trustee's Final Report and Account*; or *Trustee's Report of No Distribution* (Chapter 7). Click on [Next].

Chapter 13 Trustee's Final Report and Account

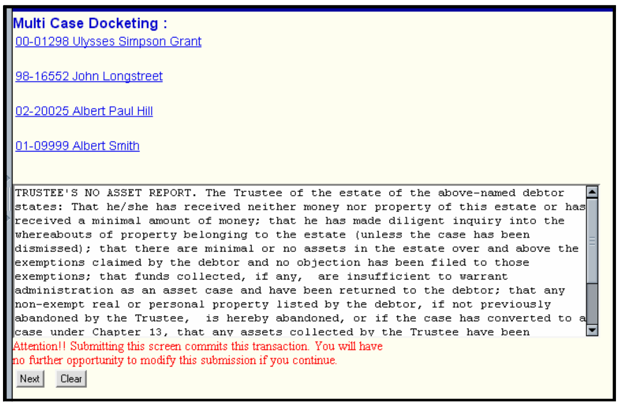
The filing date is set to the current date by default.

Attach your PDF document using the procedure in section **3.6: Attaching a PDF Document.** Click on [Next].

Enter any changes that you want to make to the final text. This is the text that will be shown on the Docket Report and on the Notice of Electronic Filing. Click on [Next].

Any changes made to the final text will appear in every case in the set.

Trustee's Report of No Distribution



9.1.6

Trustee’s §341 Filings

The Trustee’s 341 Filings link allows you to docket a No Action, A Report of No-Distribution, an Initial Report, or to continue to a later date.

Only cases for you will be shown, not all cases for that day.

STEP 1 Click on the Trustee 341 Filing link. This will bring up the Schedule/Calendar screen (see figure 1). Enter a date in the MM/DD/YY format, and then click on [Next].

You can click on the [Calendar] button to bring up a calendar window. Click on the date that you are interested in and the date will be transferred over to the date filed on the Schedule screen.

STEP 2 You will now have a listing of all the cases that are/were scheduled to be held for that day. You also have the option of selecting four different docketing events: 1) No Action; 2) A Report of No-Distribution; 3) an Initial Report; 4) or to Continue to a later date (see figure 2).

STEP 3 When you click on the [Submit] button, the following will happen, depending on which event you selected:

No Action: you will get a screen saying that nothing was docketed (“No Docket Entry is Created”).

Report of No-Distribution: A boiler-plate text is inserted into the docket and you will receive a Notice of Electronic Filing.

341 Held: allows you to memorialize the hearing by an entry on the docketing simply stating that a hearing was held in that case.

Continue to: allows you to docket a continuation date. This option will only docket an entry and will not produce a notice to parties. Enter a Date and Time that you will continue the hearing to.

An asterisks (*) will appear by the event if that event has been entered for that case previously.

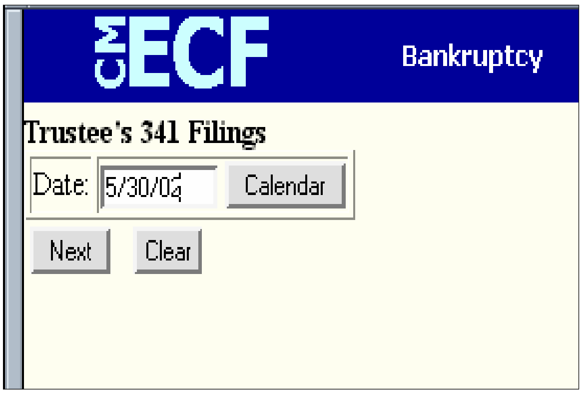


Figure 1

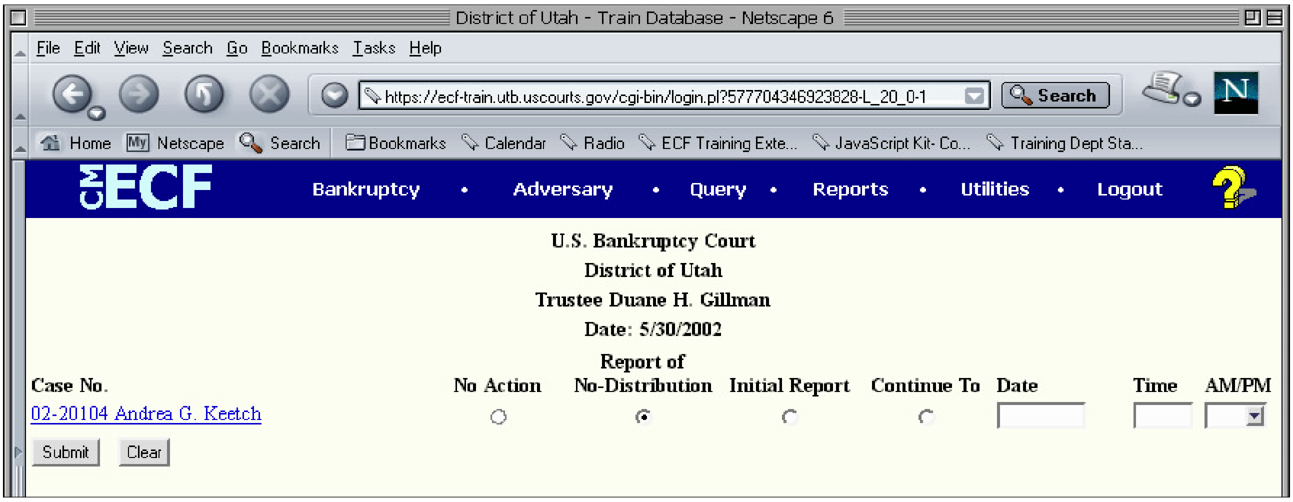


Figure 2

Trustee Alphabetical Events List

12/21/2005

Amended Document |Bankruptcy Events - Trustee/US Trustee
Application to Employ Attorney |Bankruptcy Events - Trustee/US Trustee
Application to Employ Professional |Bankruptcy Events - Trustee/US Trustee
Appointment of Ombudsman |Bankruptcy Events - Trustee/US Trustee
Declining Dismissal of Case (Motion) |Bankruptcy Events - Trustee/US Trustee
Determine Value of Property (Motion) |Bankruptcy Events - Trustee/US Trustee
Misstatement of Income |Bankruptcy Events - Trustee/US Trustee
Resignation/Appointment of Successor Trustee (No Image) |Bankruptcy Events - Trustee/US Trustee
Statement of Change of Presumed Abuse |Bankruptcy Events - Trustee/US Trustee
Statement of No Determination of Presumed Abuse |Bankruptcy Events - Trustee/US Trustee
Statement of No Means Testing Documents Filed |Bankruptcy Events - Trustee/US Trustee
Statement of Presumed Abuse |Bankruptcy Events - Trustee/US Trustee
Trustee's Certificate of Service |Bankruptcy Events - Trustee/US Trustee
Trustee's Chapter 12 Final Report and Account |Bankruptcy Events - Trustee/US Trustee
Trustee's Chapter 13 Motion to Dismiss (Generic) |Bankruptcy Events - Trustee/US Trustee
Trustee's Claims Report (Chapter 13) |Bankruptcy Events - Trustee/US Trustee
Trustee's Correspondence |Bankruptcy Events - Trustee/US Trustee
Trustee's Declaration of Non-Compliance |Bankruptcy Events - Trustee/US Trustee
Trustee's Directive |Bankruptcy Events - Trustee/US Trustee
Trustee's Final Rpt/Acct-Asset |Bankruptcy Events - Trustee/US Trustee
Trustee's Monthly Financial Report |Bankruptcy Events - Trustee/US Trustee
Trustee's Notice of Abandonment |Bankruptcy Events - Trustee/US Trustee
Trustee's Notice of Completed Plan |Bankruptcy Events - Multi-Case Docketing
Trustee's Notice of Completed Plan |Bankruptcy Events - Trustee/US Trustee
Trustee's Notice of Filing of Trustee's Final Report and Account Before Distribution (NO HEARING) |Bankruptcy Events - Multi-Case Docketing
Trustee's Notice of Filing of Trustee's Final Report and Account Before Distribution |Bankruptcy Events - Trustee/US Trustee
Trustee's Notification for Dismissal (Private) (Chapter 13 Cases only) |Bankruptcy Events - Multi-Case Docketing
Trustee's Objection as to Form of Order |Bankruptcy Events - Trustee/US Trustee
Trustee's Objection to Confirmation of Plan |Bankruptcy Events - Multi-Case Docketing
Trustee's Objection to Confirmation of Plan |Bankruptcy Events - Trustee/US Trustee
Trustee's Objection to Debtor's Claim of Exemption |Bankruptcy Events - Trustee/US Trustee
Trustee's Objection |Bankruptcy Events - Trustee/US Trustee
Trustee's Report of Sale |Bankruptcy Events - Trustee/US Trustee
Trustee's Report| Bankruptcy Events - Trustee/US Trustee
Trustee's Request For Creditors to File Claims |Bankruptcy Events - Multi-Case Docketing
Trustee's Request For Creditors to File Claims |Bankruptcy Events - Trustee/US Trustee
Trustee's Request for Creditors to File Claims (NO IMAGE) |Bankruptcy Events - Multi-Case Docketing
Trustee's Request for Creditors to File Claims (NO IMAGE) |Bankruptcy Events - Trustee/US Trustee
Trustee's Request for a Bill (NO IMAGE) |Bankruptcy Events - Multi-Case Docketing
Trustee's Request for a Bill (NO IMAGE) |Bankruptcy Events - Trustee/US Trustee
Trustee's Request for a Bill |Bankruptcy Events - Multi-Case Docketing
Trustee's Response |Bankruptcy Events - Trustee/US Trustee
Trustee's Stipulation to Abate Payment(s) |Bankruptcy Events - Trustee/US Trustee
Trustee's Supplemental Final Report |Bankruptcy Events - Trustee/US Trustee
Trustee's Withdrawal of Document |Bankruptcy Events - Trustee/US Trustee
Trustee's Withdrawal of Motion to Dismiss |Bankruptcy Events - Trustee/US Trustee
Trustee's Withdrawal of No Asset Report |Bankruptcy Events - Trustee/US Trustee
Trustee's Withdrawal of Objection |Bankruptcy Events - Trustee/US Trustee
Trustee/US Trustee |Bankruptcy Events
Trustee/USTR's Notice of Endorsement (NO IMAGE) |Bankruptcy Events - Trustee/US Trustee

Trustee/USTR's Recommendation for Dismissal (HUSBAND ONLY) |Bankruptcy Events - Trustee/US Trustee
Trustee/USTR's Recommendation for Dismissal (WIFE ONLY) |Bankruptcy Events - Trustee/US Trustee
Trustee/USTR's Recommendation for Dismissal |Bankruptcy Events - Trustee/US Trustee
Trustee/USTR's Request Re: BNC Noticing |Bankruptcy Events - Trustee/US Trustee
USTR Appointment of Chapter 11 Trustee |Bankruptcy Events - Trustee/US Trustee
USTR's Minute Entry (341)|Bankruptcy Events - Trustee/US Trustee
USTR's Notice of Appointment of Creditors' Committee |Bankruptcy Events - Trustee/US Trustee

Appendixes

This section will cover

A. System Troubleshooting and Help Section

A
System Troubleshooting and Help Section

This section is intended to provide electronic filers with helpful tips and inform users of issues that have arisen. Hopefully this information will be helpful to users should you experience similar symptoms.

The court web site is also a great resource for information and updates. The web address is www.utb.uscourts.gov.

Clearing the Cache for Web Browsers

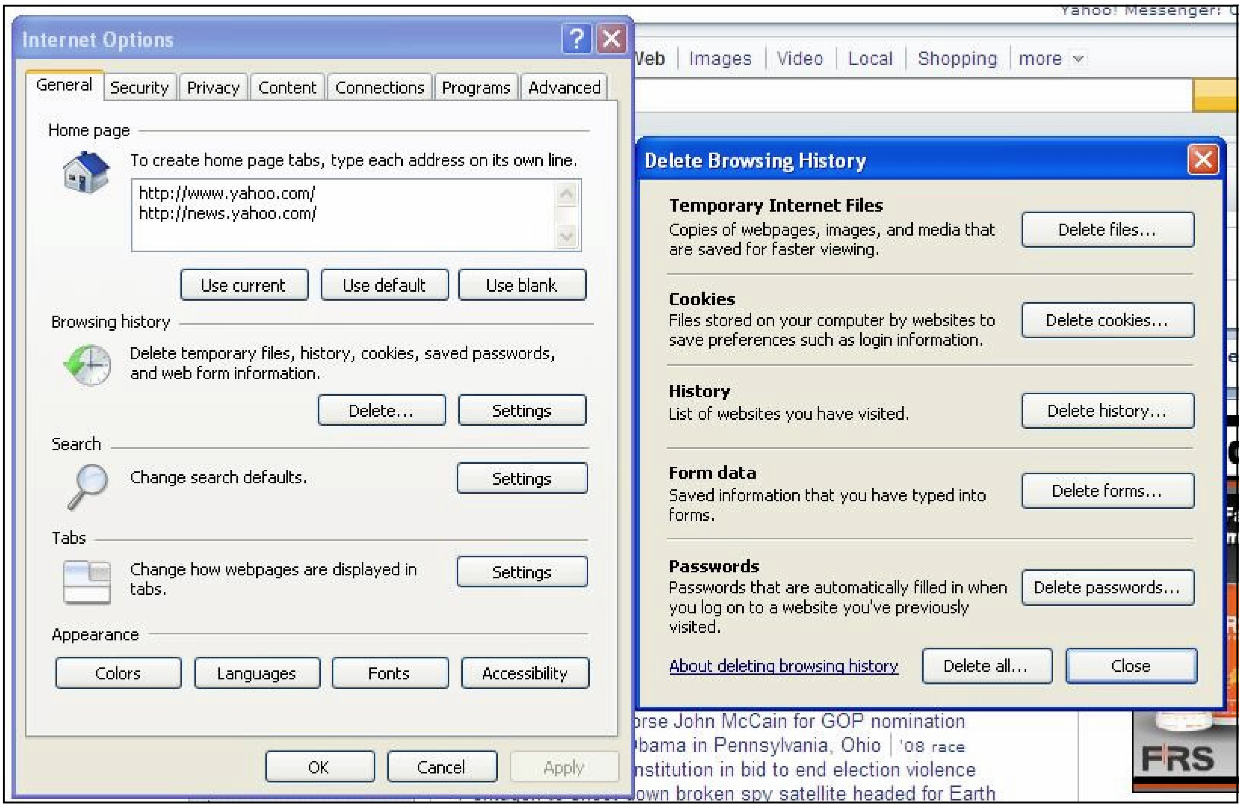
In order to speed up web browsing, web browsers are designed to download web pages and store them locally on your machine in an area called "cache". When you visit the same page for a second time, the browser speeds up display time by loading the page locally from cache instead of downloading everything again. This sometimes results in less than current versions of web pages being displayed.

Also, these cache files aren't always automatically deleted and can cause computer lock-ups or unusual behavior. If you believe that you have a less than current version of a page or are experiencing problems with your computer, the cache is probably to blame. Please follow the steps below to clear the cache in your browser.

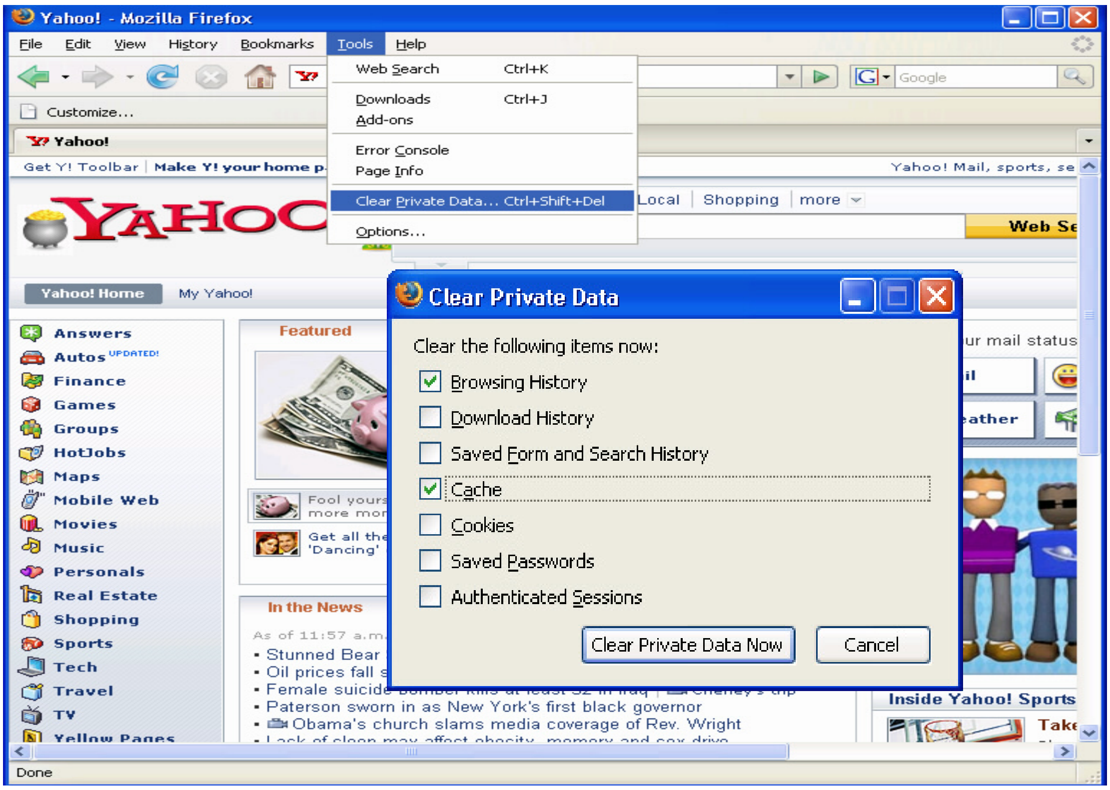
The directions vary depending on whether you use the Netscape or Internet Explorer.

Internet Explorer
- On the top of your screen in the pull-down menus click Tools
- Then select Internet Options.
- A dialogue box will appear with tabs, Click on the General tab
- Under the Browsing History section, click on the Delete button.
- The Delete Browsing window will come up. Click on the Delete Files button within the Temporary Internet Files section. Confirm the deletion.
- Click on Close when done. Then OK.

Firefox 2.x
- Click on Tools and select the option **"clear private data..Ctrl+Shift+Del."**
- The clear private data window will appear.
- Select the cache and browsing history from the list of items and click the button **"clear private data now."**
- Exit and relaunch the browser.



Internet Explorer 7.x



Firefox 2.x

Viewing PDF Documents in Microsoft IE 6.0 or XP Operating Systems

A filer may experience viewing problems is using Microsoft IE 6.0 and Microsoft XP operating systems.

To view the PDF documents using the above software you must change the settings in Adobe Acrobat software (Reader or Writer).
From the Adobe menu bar select *Edit*,
Then select *Preferences*
Then *General*. The Preferences window will open (figure 1).
Select Options from the list.
Under the Web Browser Options, uncheck the Display PDF in Browser and uncheck Allow Fast Web View.
Click on OK.

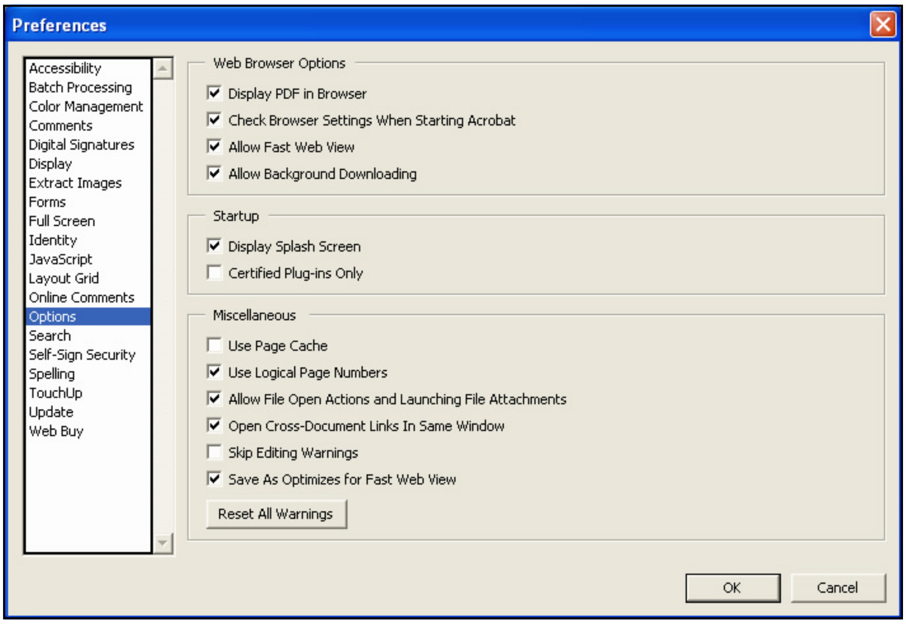


Figure 1

Appendix A: System Troubleshooting and Help Section

Internet Explorer and Blank Pop-ups

A filer indicated that he had received a blank pop-up screen upon submission of a fee event instead of the screen containing the credit card payment options. The Information Systems Department at the court ran some tests to try and determine the source of the problem and this is what they found out.

Tested running Windows XP - IE6.0.2800 (with 128-bit cipher)
This has also been tested in Win98 - IE 6.0.2800 (with 128-bit cipher)

Both instances are able to see the content within the pop-up window (iccc payment screen).

There are a few factors which could cause this problem:

- IE6 itself (maybe an earlier version did in fact have this problem, because Google came up with some hits)
- 3rd party advertisement blocking software which would block the majority of content from being displayed in a pop-up window. Such programs as ad-aware / spybot etc.. might be associating the ICCC pop-up as a valid site to block. They can't stop the call to open a new browser (pop-up) but they can block the download of data from certain sites which they deem as advertisement / spy / cooking tracking etc... possible sites.

I think this item is a long shot - I've look at Spybot's homepage and don't see iccc.gov on their blocked list.

http://spybot.safer-networking.de/index.php?lang=en&page=knowledgebase/threats

Google also mentioned if you are experiencing this problem (and don't have any ad-aware programs running) to try the following:

- Make sure the Library files are registered correctly in the system
- registry:
- Click Start, click Run
- In the Open box, type regsvr32 <filename> , where <filename> is one of the following file names:
  Shdocvw.dll
  Msjava.dll
  Urlmon.dll
  Mshtml.dll
  Browseui.dll
- Then click OK.

When you receive a message that states that registration succeeded, click OK .
Repeat steps 1 through 3 to register each of the files that are listed in step 2 This seems to work on multiple platforms for IE6.0.2800.

Problems Downloading Netscape from Court's Web Page

A user had difficulty downloading Netscape from the link made available on the court's site. It was suggested that instead of clicking on the download link with the left mouse button, the user RIGHT-click the link then select "Save Target As...".

The download started correctly, with an estimated time of about 6 minutes over a high speed connection.

Scanner Settings and Pages Sizes

There has be some problems with scanned PDF documents, particularly electronic orders, that have a page size larger than 8 1/2" x 11". This causes a problem for electronic orders which are sent to the Bankruptcy Noticing Center (BNC). The BNC server will throw out the order and then issue to the court an Exceptions Report. Basically, your submitted order was rejected and not noticed. You will need to notice this order manually.

You will need to check when you scan your documents, that the PDF document meets the local rule requirement that the pages be 8 1/2" x 11". You will need to make adjustments to the scanner's settings to ensure that the pages scan at the page requirement.

If you are creating your orders by a word processor, then printing and scanning, consider simply converting the order to a PDF document from the word processor (see section 2.3). This will save you time, make a smaller file for upload, and the document will be clearer and more legible.